Introduction to spreadsheets and formulas

1. Write the following in each of the cells:

In cell B2 write – Item
C2 – Number of coupons for each pack / bar
D2 – Quantity
E2 – Total cost of item

You are going to create a table that looks like this:

Item	Number of coupons for one pack / bar	Quantity	Total Cost of item
Pack of cheese	3	5	
Butter 250g	3	2	
Chocolate bar	5	4	
Sugar 8oz	6	1	
Tin of spam	3	6	
Box of Eggs	4	2	

2. Make these **bold** because they are your column headings.
3. Can you centre the text in each of the cells too?
4. Can you colour all the headings yellow?
5. Make column B wider so you can fit the name of the items.
6. Fill the cells with the item names in green.
7. Fill the cells with the prices in in red and change the colour of the text to white.
8. Fill the cells with the quantities in in **blue**.
9. Now using the multiplication formula e.g. =(c4*d4) , can you calculate the **total** cost for each item? E.g. 5 packs of cheese cost 3 coupons each so in total they cost 15 coupons.
10. Can you use the **sum** formula e.g. =sum(e4:f4) to calculate the total cost for **all** the shopping**?** You can write the answer the cell **D10.**