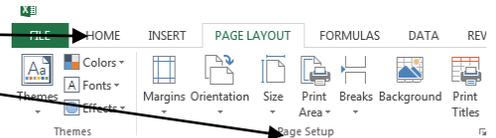


## What will you buy? Excel 2013 Directions

You will create a spreadsheet displaying the items purchased with the \$5000.

1. You will be using Microsoft Excel to create your document
2. Click on Excel icon  to open up a new page
3. In cell A1 key (type): Item
4. In cell B1 key: Store
5. In cell C1 key: Brand
6. In cell D1 key: Price
7. Make sure to capitalize the first letter, or you will not get credit
8. **Center**  and **Bold** **B** cells A1, B1, C1, and D1
9. In cell A2 begin listing all the items that you would like to purchase with \$5,000.
10. Make sure to list the *Store in column B, Brand in column C and Price in column D.*
11. When you are finished listing the items add the total cost of the items listed in Column D.
12. Place your cursor on cell **D12**. Use the AutoSum  icon button located on the toolbar to find out how much money you've spent.
  - Click on the AutoSum icon 
  - Press the **Enter**  key on the keyboard
  - In cell D13 enter the following formula: **=sum(D12\*0.0825)**
    - This will calculate the sales tax for the items you've purchased
  - Press the **Enter**  key on the keyboard
  - Now we need to figure out the total cost of the items including the sales tax
  - In cell D14 enter the following formula: **=sum(D12+D13)**
  - Press the **Enter**  key on the keyboard
  - Select all cells listed under the *Price* column, click on currency style icon 
    - This will add the \$ sign to all items listed under the *Price* column

13. Now click **Home** on the Menu Bar, select **Page setup**



14. On the **Page Setup** tab click 

- Click on the **Margin** tab
  - On the Margin tab in the *Center on Page* section click on **Horizontally** and **Vertically**
- 
- This will center the document on the page

15. Now click the **Header/Footer** tab

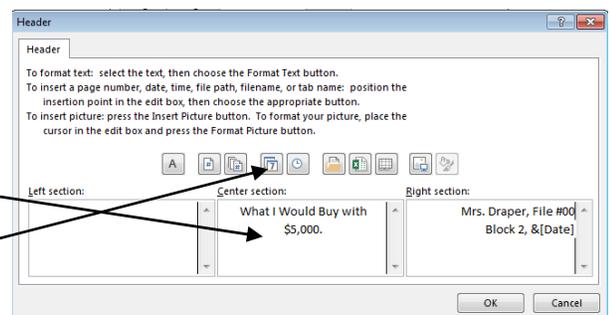
16. Click the  tab

17. In the **Center** section key in

- What I Would Buy with \$5000

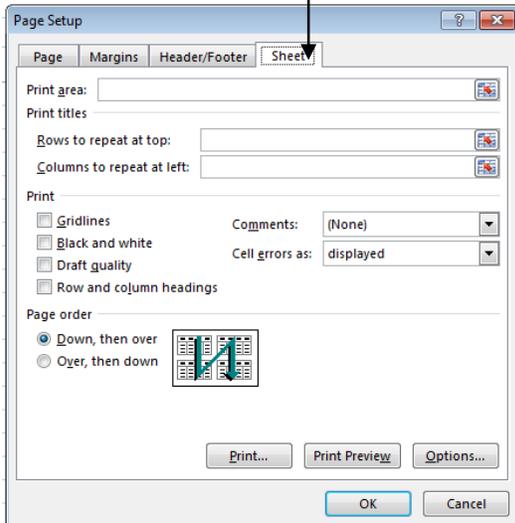
18. In the **Right** section key the following information

- Your name, File # (press **Enter** )
- Block, date (press **Enter** )



19. Click 

20. Now click the **Sheet** tab



21. In the Sheet tab click on **Gridlines** and **Row and column headings**

22. Click 

- **HINT:** you will not be able to see the information you inputted in the Header/Footer section, unless you go to the Print Preview  screen

23. Adjust columns to make sure that all information fits properly

- Double click between the columns to adjust

24. Click the Print Preview  icon located on the toolbar to make sure that your document fits on one page. (**HINT:** see bottom left hand side of screen. It should say Page 1 of 1)

25. Your spreadsheet should look similar the one below

What I Would Buy with \$5000

Your Name  
File #: 00  
Block 2 or 3  
Date

	A	B	C	D
1	Item	Store	Brand	Price
2	Computer	Costco	HP	\$ 1,200.00
3	Printer	Costco	HP	\$ 130.00
4	Dresser	Walmart	South Shore	\$ 268.00
5	Futon	Walmart	Mainstays	\$ 119.00
6	Wii Bundle	Target	Nintendo	\$ 199.00
7	Rug	Walmart	Mainstays	\$ 79.00
8	TV stand	Target	Carson	\$ 112.49
9	Dining Set	Walmart	Better Homes and Gardens	\$ 748.00
10	Digital Camera	Walmart	Nixon	\$ 149.00
11	Flip-Ultra HD Video Camera	Walmart	Cisco	\$ 179.00
12				\$ 3,183.49
13				\$ 278.56
14				\$ 3,462.05

**Cannot be more than \$5,000.00**

26. Now lets save your work.

- File, Save As
- save the document as **What I would Buy\_XX** (XX=Your file #)

27. Put your excel file in the digital drop box. Turn in your shopping list to the basket.

28. Congratulations! You have completed your first Excel assignment.