

Exercise: City Music Sales

1. Enter your name in cell **A1**
2. In cell **A3** type the heading **City Music – Sales 1997**
3. In **A5** type **CDs**
4. In **A6** type **Cassettes**
5. In **A7** type **Vinyl**
6. In **A8** type **Videos**
7. In **A9** type **Clothes**
8. In **B5** type **57**
9. In **B6** type **28**
10. In **B7** type **15**
11. In **B8** type **72**
12. In **B9** type **60**

Note: if you have made any mistakes, move the cursor back to the cell which is not correct and re-type the data for that cell. Use spell checker.

13. Move mouse to **A5**
14. Change **CDs** to **Compact disks**
15. Adjust the column so the contents fit nicely
16. Change the sales of Compact disk to 157
17. Move the cursor to **B10** and insert the formula = **B5+B6+B7+B8+B9**

(When you have finished don't forget to press the **ENTER** key)

18. Save as City Music Sales





Exercise: Computer Sales

1. Enter your name in cell **A1**
2. In cell **A3** type the heading **Computer Sales – Sales 2022**
3. In **A5** type **Think Pad**
4. In **A6** type **Dell**
5. In **A7** type **IBM**
6. In **A8** type **Surface Pro**
7. In **A9** type **Ipad**
8. In **B5** type **57**
9. In **B6** type **28**
10. In **B7** type **15**
11. In **B8** type **72**
12. In **B9** type **60**
13. In **A10** Type **total**
14. In **B10** work out the total using the following formula.
= B5+B6+B7+B8+B9
15. save as your **name computer sales**
16. **share** this with your tutor



Exercise: Vegetables sold in 2018

1. Type the following data in the cells and apply the correct formatting.

TYPE	January	February	March	April	Total
Potato	55	72	103	97	
Spring Onion	129	196	302	285	
Carrots	35	29	60	56	
Parsnips	23	12	25	40	
Brussel Sprouts	68	59	80	72	
Cabbage	100	105	88	69	
TOTAL					

2. Calculate the total sales for **Potato's**.
3. Calculate the total sales for all other vegetables.
4. Calculate the total sales for **January**.
5. Calculate the total sales for the remaining months.
6. The number of **carrots** sold in **February** was **92**, amend the record accordingly.
7. Save and share as Your Name_Vegetables sold 2018.