

Pre-Test Thursday, November 04, 2010

- a) Create a new workbook.
- b) Enter the data and apply formatting as shown below:

	A	B	C	D	
1	Grocery Store Produce Inventory				
2					
3	Item	Qty in Stock	Retail Price	Value	
4	Apples	144	0.7		
5	Oranges	92	0.7		
6	Pears	300	0.8		
7	Bananas	240	0.35		
8			Total =		

- c) Save the workbook naming it: Produce Stock
- d) In column D, enter formulas that use cell references to calculate the value for each item. The value of an item is calculated by multiplying the quantity in stock by the retail price.
- e) In cell D8, enter a formula that calculates the total value.
- f) Format the values in columns C and D as currency with 2 decimal places.
- g) Apply conditional formatting to cells B4 through B7 so that values that are less than 100 will be displayed with a light red fill and dark red text.
- h) Apply the Metro theme.
- i) Merge and center cells A1 through D1 and then apply the Heading 2 style to: Grocery Store Produce Inventory
- j) Apply the Accent1 cell style to cells A3 through D3 and to cells C8 and D8.
- k) In cell A10, type: To order more produce:
- l) In cell A11, create a hyperlink to: www.Lpdatafiles.com/grocery
- m) Add your name in a header and the current date in a footer. Add gridlines and headings.
- n) Save the modified Produce Stock and print a copy.
- o) Display the formulas in the cells instead of values. Print a copy.
- p) Save the workbook as an HTML document, with your name as the page title.
- q) Preview the HTML document in a browser and print a copy.