

SPREADSHEET EXERCISE 1

- Create a spreadsheet. Open Microsoft Excel 2016
- Enter the data below in the table.

Improvement	Cost
Central Heating	4,000
Fitted Kitchen	6,000
Loft Conversion	7,500
Conservatory	8,750
Overall Cost	

- Make sure all data in the table is fully displayed.
- Save the spreadsheet as Spreadsheet - Improvements (remember to Save after each new item)
- Format the headings in Bold.
- With the exception of the heading, make the text in the first column red.
- Add a column to the right of 'Cost' and enter the following:-

Deposit
560
700
750
1,000

- Use the Sum facility to calculate the overall cost of the Improvements.
- Add another column to the right of 'Deposit' and name it 'Amount Due'
- Using a formulae, calculate how much will be owed after the deposit is paid in first category (Cost - Deposit)
- Use Fill Down to calculate the amount owed in the other categories.
- It has been decided that you cannot afford to carry out the Loft Conversion at the present time. Delete the row marked Loft Conversion. (Ensure the whole row is deleted and not just the data)
- Sort the spreadsheet into alphabetical order.
- Format the figures in currency with 2 decimal places.