

Tuscola Candy Store Spreadsheet

Instructions:

- Setup the Tuscola Candy Store Spreadsheet as shown to the right
- Your Name / Bold / (16 pt) / Merge Cells A1 - D1 / Left Align
- Title - Tuscola Candy Store / Bold / (20 pt) / change the color / Merge Cells B2 - D2 / Left Align
- Select Cells A3:D3 / choose color of your choice / shorten the height of the row
- Item, Qty, Price, Cost - Formula, Total - Function / (12pt) / Bold
- Select Cells A5:D5 / choose color of your choice / shorten the height of the row
- List 10 candies of your choice
- Format Cells as follows...
 - Center Align cells A4 - D17
 - Currency cells C6 - D15 & cell D17
- Enter Qty (your choice) / Price (your choice) / Cost - Formula
- Enter Total - Function cell C17 / Select cell D17 - input Function (Formulas Tab / AutoSum)
- Show Formulas
- Adjust column width
- Select Data (A4 - B15) & Create a Pie Chart - include the following...
 - Title / Legend (Right) / Data Labels - % / Background Color / Pieces of Pie - Different Colors
- Align Pie Chart below the spreadsheet information
- SAVE AS: Tuscola Candy Store Your Name
- Save to your Personal Folder

Pie Chart – shows percent (%) of a whole

Formula – arithmetic instruction - you tell the computer what you want it to do (begins with an equal sign) **example** =C6+C7+C8+C9+C10

Function – the computer already knows how to perform (begins with an equal sign and a word) **example** =SUM(C6:C10)

Symbols – Multiplication (*) **example** =C6*B15

Colon (:) **example** =SUM(C6:C10) – means it includes all cells from C6 to C10 – range of cells

