

## Basic Spreadsheet Concepts Exercise 1

Type in the following spreadsheet, and format it to look like the sample below.

### Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
- 2) Format all numbers as a currency.
- 3) Center the spreadsheet heading 'Sales for the Month' across the spreadsheet.
- 4) Format all text as displayed in the sample below.
- 5) Create formula's to display a total for each sales rep.
- 6) Create formula's to display a total for each product.
- 7) Create a formula to calculate the total sales for all sales rep's for the month.

	A	B	C	D	E	F
1	Sales for the Month					
2	Sales Rep	Product 1	Product 2	Product 3	Sales Rep Totals	
3	A. Rodas	\$ 443.00	\$ 213.00	\$ 906.00		
4	C. Martin	\$ 192.00	\$ 485.00	\$ 567.00		
5	M. Dale	\$ 325.00	\$ 456.00	\$ 781.00		
6	R. Haskings	\$ 344.00	\$ 211.00	\$ 199.00		
7	T. Jacobs	\$ 350.00	\$ 390.00	\$ 400.00		
8	V. Mustoe	\$ 235.00	\$ 186.00	\$ 984.00		
9						
10	Totals					
11						
12						

## Basic Spreadsheet Concepts Exercise 2

# Basic Spreadsheet Exercise

**Christine Kent**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

## **Basic Spreadsheet Exercise:**

### **BSBITU202A Discover Simple Spreadsheets Excel 2007** Christine Kent,2008      **Practice with Spreadsheets**

Sandra T. Myers,1997-09 May be used as a supplement to any spreadsheet program Lotus Excel etc Most spreadsheet software programs work basically the same way and this generic book of easy exercises can be used with any spreadsheet programs on the market The sequential lessons in this book were developed in a logical progression of simple to more complex concepts keeping in mind the different levels of comprehension The exercises in each unit include instructions that encourage the students to write their formulas in the book Not only will this aid in the development of formulas but also will permit the instructor to monitor and preview the formula development on hard copy while at the same time giving the student a reference for later      *The Caterer and Hotelkeeper Guide to Money Matters for Hospitality Managers* Cathy Burgess,2001 Unique in its approach Money Matters for Hospitality Managers is unlike other heavy theoretical accounting texts using real life scenarios to show managers how it s done Backed up by a range of exercises and activities it thus allows managers to put their learning straight into practice and so to achieve immediate results Money Matters will actively help managers and employees in the industry to learn more about the control aspects in order to become more effective in their work learn about the business and companies in the wider context understand where their section of the organization fits in the bigger picture increase their knowledge and enhance career opportunities Covering an unprecedented range of sectors including hotels restaurants contract catering leisure tourism cruise ships and theme parks the book supplies useful advice for the whole hospitality industry It is ideal for operational and first line management for whom it provides a welcome accessible and hands on introduction to finance and accounting in their sector      **Money Matters for Hospitality Managers** Cathy Burgess,2012-05-23 Unique in its approach Money Matters for Hospitality Managers is unlike other heavy theoretical accounting texts using real life scenarios to show managers how it s done Backed up by a range of exercises and activities it thus allows managers to put their learning straight into practice and so to achieve immediate results Money Matters will actively help managers and employees in the industry to learn more about the control aspects in order to become more effective in their work learn about the business and companies in the wider context understand where their section of the organization fits in the bigger picture increase their knowledge and enhance career opportunities Covering an unprecedented range of sectors including hotels restaurants contract catering leisure tourism cruise ships and theme parks the book supplies useful advice for the whole hospitality industry It is ideal for operational and first line management for whom it provides a welcome accessible and hands on introduction to finance and accounting in their sector      *Excel Workbook* Alberto Clerici,2015-03-04T00:00:00+01:00 Excel is the most popular and widely used productivity software in all business environments and it is an irreplaceable companion in ordinary work as in the analysis of large amounts of complex data Nevertheless the majority of users knows and uses only a very limited number of features often in an elementary way

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web the best way to reference to other scripts in unity c so recently i ve been watching brackey s tutorials and in one tutorial he references to another gameobject to execute a

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web welcome to the unity scripting reference this section of the documentation contains details of the scripting api that unity provides to use this information you should be