

Prairie-Hills Concession Stand Activity

5th Grade

Created by Mrs. Butcher



EXCEL SPREADSHEETS

Excel is software that lets you create tables and calculate and analyze data. This type of software is called spreadsheet software. Excel lets you create tables that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs.

Microsoft Excel

Vocabulary

MICROSOFT EXCEL VOCABULARY WORDS

Active Cell – The cell in your worksheet that has been selected. It will have bolder gridlines around it.

AutoFill – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

AutoSum – A function that automatically identifies and adds ranges of cells in your worksheet.

Cell – The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

Cell Address – The name of the cell is determined by the name of the row and the column intersecting, such as A8.

Cell Grid – The lines on your worksheet that separate the columns and rows.

Column – In a worksheet, the vertical spaces with headings A, B, C, and so on.

Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.

File – A document that is stored on your computer. In Excel, a file is also known as a workbook.

Fill Down – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

Fill Right – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.

Formula – A combination of numbers and symbols used to express a calculation.

Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

Headings – The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

Label – The identifying name that reflects the information contained in a column or row in a worksheet, such as *name* or *date*.

Row – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

Sheet Tabs – Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook.

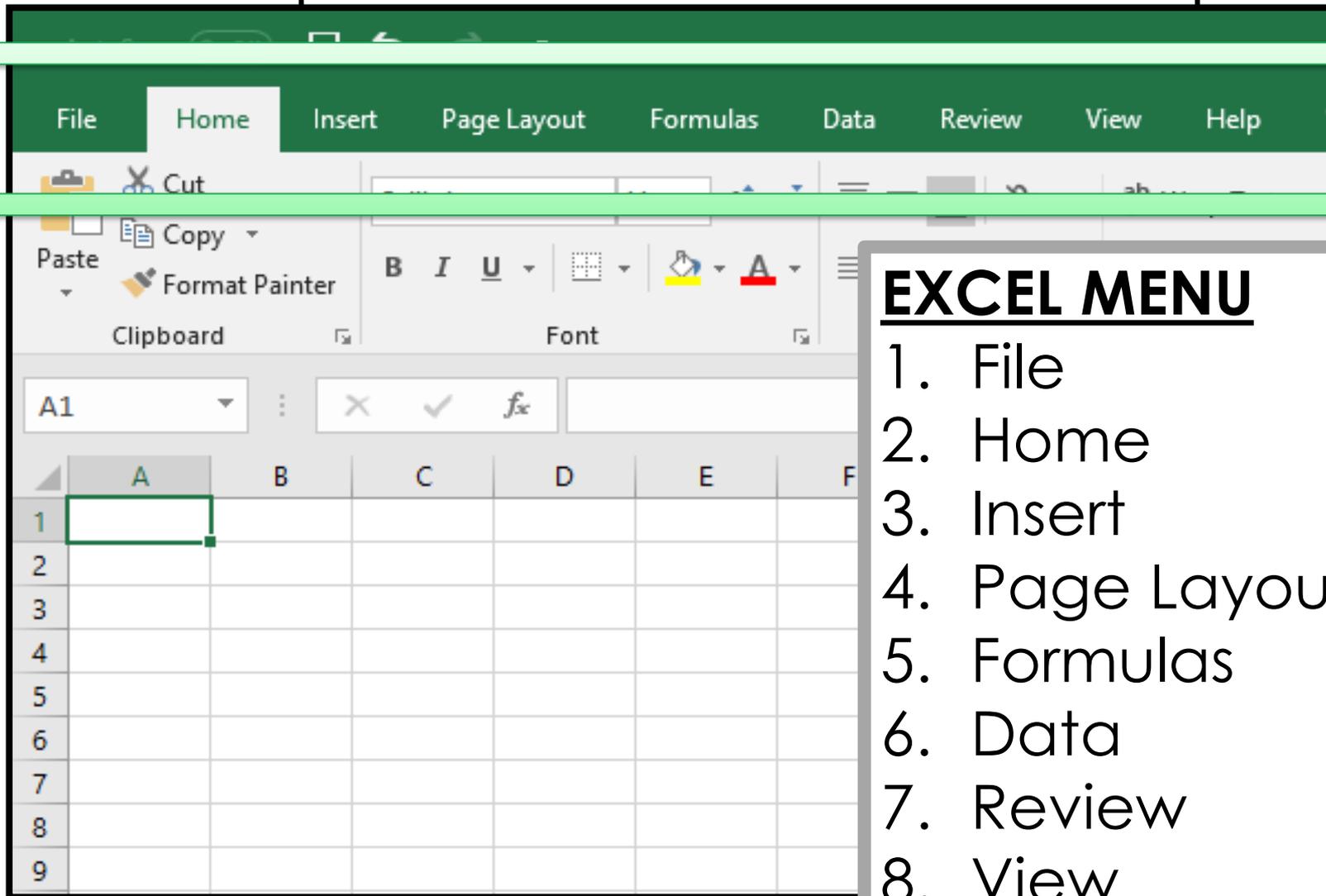
Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

Worksheet – A “page” within an Excel workbook that contains columns, rows, and cells.

Excel Rubric

| Criteria | Score |
|--|-------|
| <ul style="list-style-type: none">• Correctly open and use the file.• Correctly format the assigned spreadsheet, data, and chart.• Followed all the required steps and completed all tasks.• Correctly turn in the assignment when completed. | 4 |
| <ul style="list-style-type: none">• Correctly open and use the file.• Mostly correct spreadsheet, data, and charts.• Followed most of the required steps.• Completed most tasks.• Correctly turn in the assignment when completed. | 3 |
| <ul style="list-style-type: none">• Needed help to open and use the file.• Some mistakes in the spreadsheet, data, and chart.• Followed some of the required steps.• Completed some tasks.• Needed help to turn in the assignment when completed. | 2 |
| <ul style="list-style-type: none">• Needed help to open and use the file.• Many mistakes in the format of the spreadsheet, data, and chart.• Missing most of the required steps.• Missing most tasks.• Needed help to turn in the assignment when completed. | 1 |

EXCEL MENU / RIBBON



EXCEL MENU

1. File
2. Home
3. Insert
4. Page Layout
5. Formulas
6. Data
7. Review
8. View
9. Help



Excel Spreadsheet

Spreadsheets consist of columns (vertical) and rows (horizontal)

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

← ROW (Horizontal)

↑
COLUMN
(Vertical)

↙ The intersection of a row and column is called a CELL

Letters indicate COLUMNS and Numbers indicate ROWS

Task

- You have been asked to keep track of food sales at the Prairie-Hills School Concession Stand. The school buys their food in bulk boxes. Each box has 36 items. The items are then sold at several school events. You will calculate the selling price of the food and keep track of how much food is left after each event.

Accessing the File

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area displays the assignment title 'Prairie Hills Concession Stand Activity'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Below the title, there are sections for 'Instructions' (with the text 'Use the direction booklet to help you.'), 'Reference materials' (with the text 'None'), and 'My work'. In the 'My work' section, there is a document icon for 'Prairie Hills Concession Stand' and a '+ Add work' button. A context menu is open over the document, showing options: 'Open in Teams', 'Open in Excel', 'Open in Excel Online', and 'Download'.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Prairie Hills Concession Stand activity
5. Click on next to document in MY WORK
6. Select OPEN IN EXCEL.

Saving the Excel File



When saving the file click on the picture of the disk.

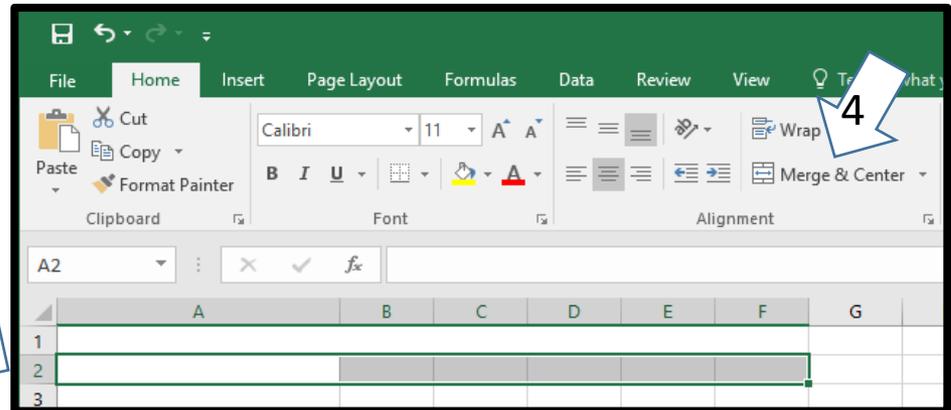
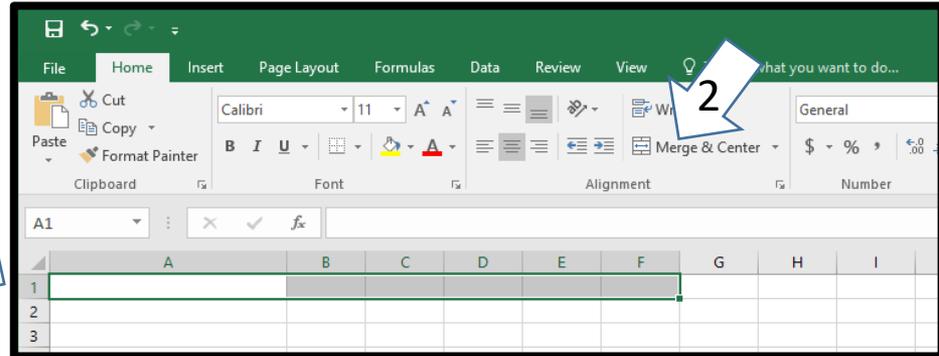
Do not select File → Save As

Formatting a Spreadsheet

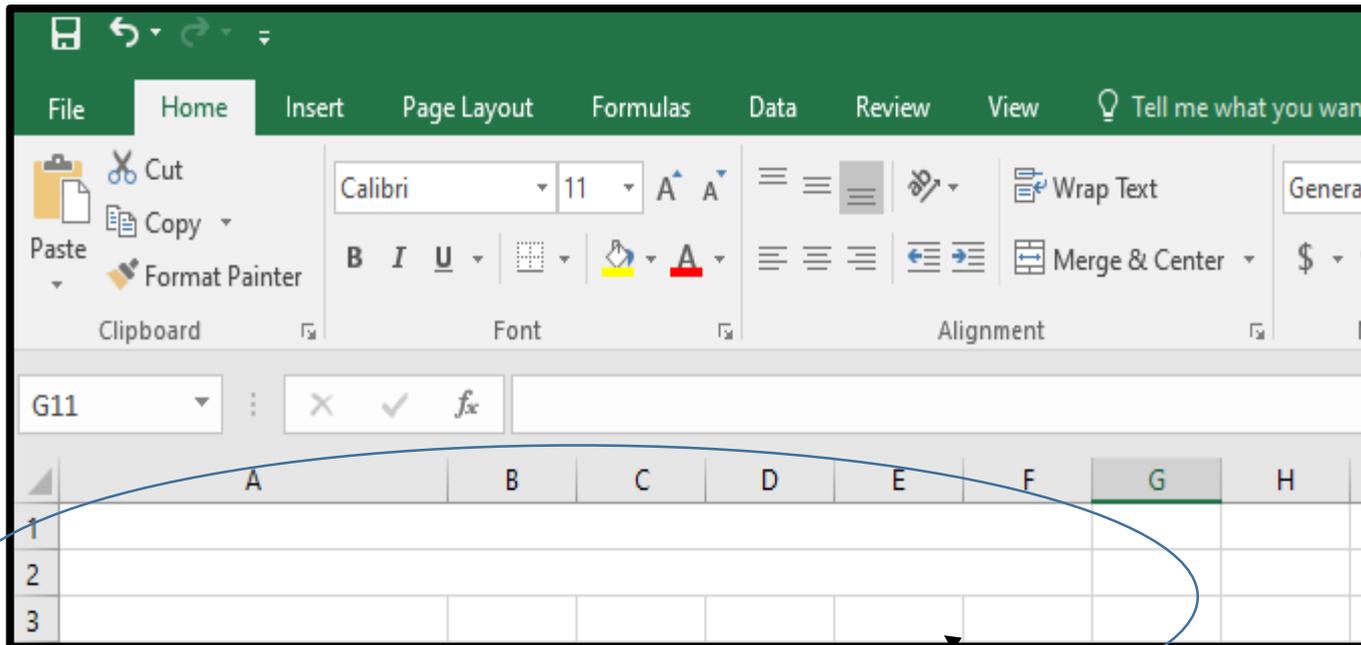
Format the Spreadsheet

Steps:

1. **Select cell A1** then move your mouse to cell **F1**. **Select** the rows as shown.
2. **Select Merge and Center**
3. **Select cell A2** then move your mouse to cell **F2**. **Select** the rows as shown.
4. **Select Merge and Center**



Formatting a Spreadsheet



Your screen should look like this.

Inputting Data

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The spreadsheet grid is visible, with the following data entered:

| | A | B | C | D | E | F | G |
|----|-------------------------|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | Food | | | | | | |
| 5 | Hershey Bar | | | | | | |
| 6 | Snickers | | | | | | |
| 7 | M&Ms | | | | | | |
| 8 | Kit Kat | | | | | | |
| 9 | Twix | | | | | | |
| 10 | Bag of Popcorn | | | | | | |
| 11 | Potato Chips | | | | | | |
| 12 | Pretzels | | | | | | |
| 13 | Flamin Hots | | | | | | |
| 14 | Doritos | | | | | | |
| 15 | Vanilla Ice Cream Bar | | | | | | |
| 16 | Chocolate Ice Cream Bar | | | | | | |
| 17 | | | | | | | |

Steps:

1. In cell A4 type Food.
2. Center the word Food.
3. Use the ↔ to **resize** the cells using the two-way arrow and double-click **between Column A and Column B**.
4. Type the foods into the spreadsheet as shown.

Inputting Data

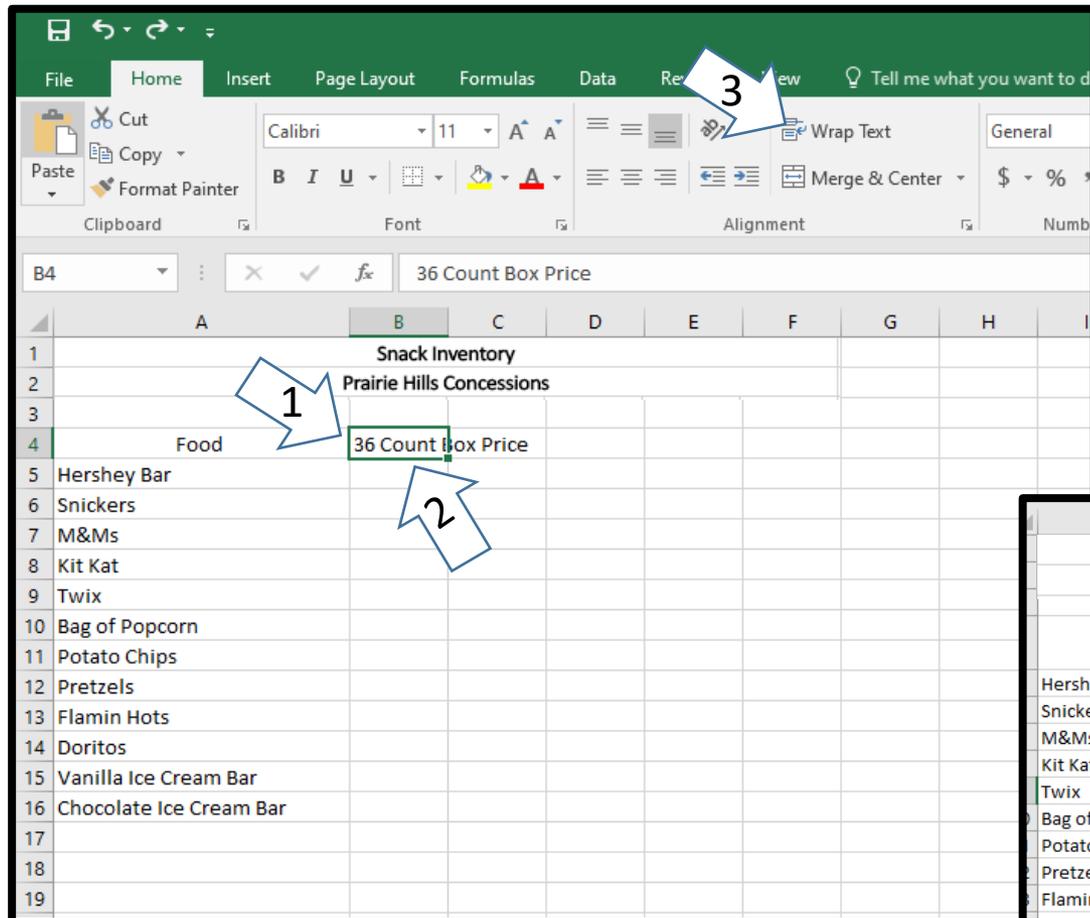
Steps:

1. **Type** in the chart title and heading.
2. **Center** the title and heading.
3. **Bold** the title and heading

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. Three blue arrows with numbers 1, 2, and 3 point to specific elements: arrow 1 points to cell A1, arrow 2 points to the 'Merge & Center' button, and arrow 3 points to the 'Bold' button. The spreadsheet content is as follows:

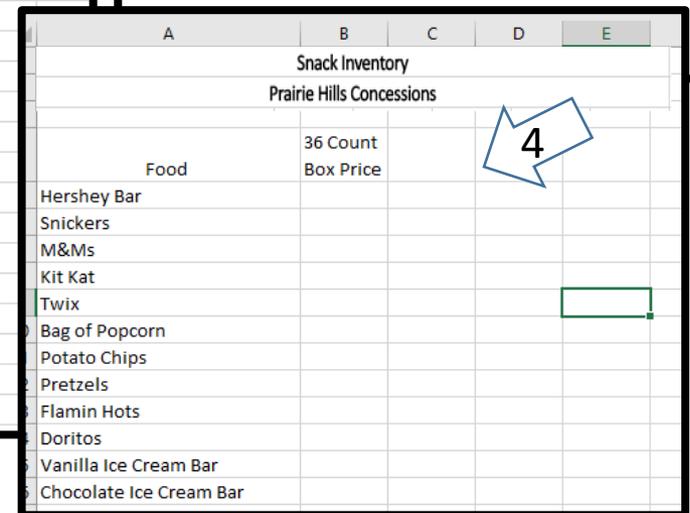
| | A | B | C | D | E | F | G | H | I | |
|----|---|---------------------------|---|---|---|---|---|---|---|--|
| 1 | | Snack Inventory | | | | | | | | |
| 2 | | Prairie Hills Concessions | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | Food | | | | | | | | |
| 5 | | Hershey Bar | | | | | | | | |
| 6 | | Snickers | | | | | | | | |
| 7 | | M&Ms | | | | | | | | |
| 8 | | Kit Kat | | | | | | | | |
| 9 | | Twix | | | | | | | | |
| 10 | | Bag of Popcorn | | | | | | | | |
| 11 | | Potato Chips | | | | | | | | |
| 12 | | Pretzels | | | | | | | | |
| 13 | | Flamin Hots | | | | | | | | |
| 14 | | Doritos | | | | | | | | |
| 15 | | Vanilla Ice Cream Bar | | | | | | | | |
| 16 | | Chocolate Ice Cream Bar | | | | | | | | |
| 17 | | | | | | | | | | |

Inputting Data



Steps:

1. In cell B4 type **36 Count Box Price**.
2. Then click on cell **B4**.
3. Then click the Wrap Text Button.
4. Your screen should look like this.



Inputting Data

| | A | B | C | D | E | F | G |
|----|---------------------------|-----------------------|------------------|----------|------|---------|---|
| 1 | Snack Inventory | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | |
| 3 | | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand | |
| 5 | Hershey Bar | | | | | | |
| 6 | Snickers | | | | | | |
| 7 | M&Ms | | | | | | |
| 8 | Kit Kat | | | | | | |
| 9 | Twix | | | | | | |
| 10 | Bag of Popcorn | | | | | | |
| 11 | Potato Chips | | | | | | |
| 12 | Pretzels | | | | | | |
| 13 | Flamin Hots | | | | | | |
| 14 | Doritos | | | | | | |
| 15 | Vanilla Ice Cream Bar | | | | | | |
| 16 | Chocolate Ice Cream Bar | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |

Steps:

1. In cell C4 type **Selling Price**.
2. In cell D4 type **In Stock**.
3. In cell E4 type **Sold**.
4. In cell F4 type **On Hand**.

Inputting Data

The screenshot shows an Excel spreadsheet with the following data:

| | A | B | C | D | E | F | G | H | |
|----|----------------------------------|-----------------|----------------------|-----------------|-------------|----------------|---|---|--|
| 1 | Snack Inventory | | | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | Food | 36 Count | Selling Price | In Stock | Sold | On Hand | | | |
| 5 | Hershey Bar | | | | | | | | |
| 6 | Snickers | | | | | | | | |
| 7 | M&Ms | | | | | | | | |
| 8 | Kit Kat | | | | | | | | |
| 9 | Twix | | | | | | | | |
| 10 | Bag of Popcorn | | | | | | | | |
| 11 | Potato Chips | | | | | | | | |
| 12 | Pretzels | | | | | | | | |
| 13 | Flamin Hots | | | | | | | | |
| 14 | Doritos | | | | | | | | |
| 15 | Vanilla Ice Cream Bar | | | | | | | | |
| 16 | Chocolate Ice Cream Bar | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |

Steps:

1. Bold all the column headings.

Inputting Data

Steps:

1. Center all the column headings.

| | Snack Inventory | | | | | |
|----|---------------------------|--------------------|---------------|----------|------|---------|
| | Prairie Hills Concessions | | | | | |
| | | | | | | |
| | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
| 5 | Hershey Bar | | | | | |
| 6 | Snickers | | | | | |
| 7 | M&Ms | | | | | |
| 8 | Kit Kat | | | | | |
| 9 | Twix | | | | | |
| 10 | Bag of Popcorn | | | | | |
| 11 | Potato Chips | | | | | |
| 12 | Pretzels | | | | | |
| 13 | Flamin Hots | | | | | |
| 14 | Doritos | | | | | |
| 15 | Vanilla Ice Cream Bar | | | | | |
| 16 | Chocolate Ice Cream Bar | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

Inputting Data

| | A | B | C | D | E | F | G |
|----|---|---------------------------|-----------------------|------------------|----------|------|---------|
| 1 | | Snack Inventory | | | | | |
| 2 | | Prairie Hills Concessions | | | | | |
| 3 | | | | | | | |
| 4 | | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
| 5 | | Hershey Bar | 19.95 | | 36 | 19 | |
| 6 | | Snickers | 24.59 | | 36 | 32 | |
| 7 | | M&Ms | 24.59 | | 36 | 31 | |
| 8 | | Kit Kat | 23.49 | | 36 | 29 | |
| 9 | | Twix | 21.89 | | 36 | 17 | |
| 10 | | Bag of Popcorn | 23.29 | | 36 | 11 | |
| 11 | | Potato Chips | 22.79 | | 36 | 9 | |
| 12 | | Pretzels | 23.99 | | 36 | 22 | |
| 13 | | Flamin Hots | 21.69 | | 36 | 8 | |
| 14 | | Doritos | 24.59 | | 36 | 26 | |
| 15 | | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | |
| 16 | | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | |
| 17 | | | | | | | |
| 18 | | | | | | | |

Steps:

1. **Type** in the price for each **box**.
2. **Type** in the amount of **In Stock** items.
3. **Type** in the amount **Sold**.

Your chart should look like this. If it does not, make any corrections needed before going on to the next step.

Formulas

SUM : X ✓ ✕ =B5/D5

| | A | B | C | D | E | F |
|----|-------------------------|---------------------------|------------------|----------|------|---------|
| 1 | | Snack Inventory | | | | |
| 2 | | Prairie Hills Concessions | | | | |
| 3 | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
| 5 | Hershey Bar | 19.95 | =B5/D5 | 36 | 19 | |
| 6 | Snickers | 24.59 | | 36 | 32 | |
| 7 | M&Ms | 24.59 | | 36 | 31 | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | |
| 9 | Twix | 21.89 | | 36 | 17 | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | |
| 12 | Pretzels | 23.99 | | 36 | 22 | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | |
| 14 | Doritos | 24.59 | | 36 | 26 | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |

Calculating the Selling Price of the candy bars.

Steps:

1. Click into cell C5.
2. In the cell type **=B5/D5**
3. Then **press enter**.

Format Painter : X ✓ ✕

| | A | B | C | D | E | F | G |
|----|-------------------------|---------------------------|------------------|----------|------|---------|---|
| 1 | | Snack Inventory | | | | | |
| 2 | | Prairie Hills Concessions | | | | | |
| 3 | | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand | |
| 5 | Hershey Bar | 19.95 | 0.554167 | 36 | 19 | | |
| 6 | Snickers | 24.59 | | 36 | 32 | | |
| 7 | M&Ms | 24.59 | | 36 | 31 | | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | | |
| 9 | Twix | 21.89 | | 36 | 17 | | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | | |
| 12 | Pretzels | 23.99 | | 36 | 22 | | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | | |
| 14 | Doritos | 24.59 | | 36 | 26 | | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | |
| 17 | | | | | | | |
| 18 | | | | | | | |

Formulas

The screenshot shows an Excel spreadsheet with the following data:

| | A | B | C | D | E | F | G |
|----|----------------------------------|-----------------|----------------|-----------------|-------------|----------------|---|
| 1 | Snack Inventory | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | |
| 3 | | | | | | | |
| 4 | Food | 36 Count | Selling | In Stock | Sold | On Hand | |
| 5 | Hershey Bar | 19.95 | 0.554167 | 36 | 19 | | |
| 6 | Snickers | 24.59 | | 36 | 32 | | |
| 7 | M&Ms | 24.59 | | 36 | 31 | | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | | |
| 9 | Twix | 21.89 | | 36 | 17 | | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | | |
| 12 | Pretzels | 23.99 | | 36 | 22 | | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | | |
| 14 | Doritos | 24.59 | | 36 | 26 | | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | |
| 17 | | | | | | | |
| 18 | | | | | | | |

The formula bar for cell C6 shows the formula: $=B6/D6$.

Your chart should now look like this.

Formulas

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=B5/D5`. The spreadsheet below has the following data:

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---------------------------|-----------------------|------------------|----------|------|---------|---|---|---|
| 1 | | Snack Inventory | | | | | | | | |
| 2 | | Prairie Hills Concessions | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand | | | |
| 5 | | Hershey Bar | 19.95 | 0.554167 | 36 | 19 | | | | |
| 6 | | Snickers | 24.59 | | 36 | 32 | | | | |
| 7 | | M&Ms | 24.59 | | 36 | 31 | | | | |
| 8 | | Kit Kat | 23.49 | | 36 | 29 | | | | |
| 9 | | Twix | 21.89 | | 36 | 17 | | | | |
| 10 | | Bag of Popcorn | 23.29 | | 36 | 11 | | | | |
| 11 | | Potato Chips | 22.79 | | 36 | 9 | | | | |
| 12 | | Pretzels | 23.99 | | 36 | 22 | | | | |
| 13 | | Flamin Hots | 21.69 | | 36 | 8 | | | | |
| 14 | | Doritos | 24.59 | | 36 | 26 | | | | |
| 15 | | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | | | |
| 16 | | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | | | |
| 17 | | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | |

Steps:

1. Click into cell C5.
2. Click the  button to decrease the number of decimal places.
3. You will need to press the button **4 times**.
4. You should now see **.55** in cell C5

Formulas

| | A | B | C | D | E | F | G |
|----|----------------------------------|-------------------------------|--------------------------|-----------------|-------------|----------------|---|
| 1 | Snack Inventory | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | |
| 3 | | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand | |
| 5 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | | |
| 6 | Snickers | 24.59 | | 36 | 32 | | |
| 7 | M&Ms | 24.59 | | 36 | 31 | | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | | |
| 9 | Twix | 21.89 | | 36 | 17 | | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | | |
| 12 | Pretzels | 23.99 | | 36 | 22 | | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | | |
| 14 | Doritos | 24.59 | | 36 | 26 | | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | |
| 17 | | | | | | | |
| 18 | | | | | | | |

Your chart should now look like this.

Formulas

Steps:

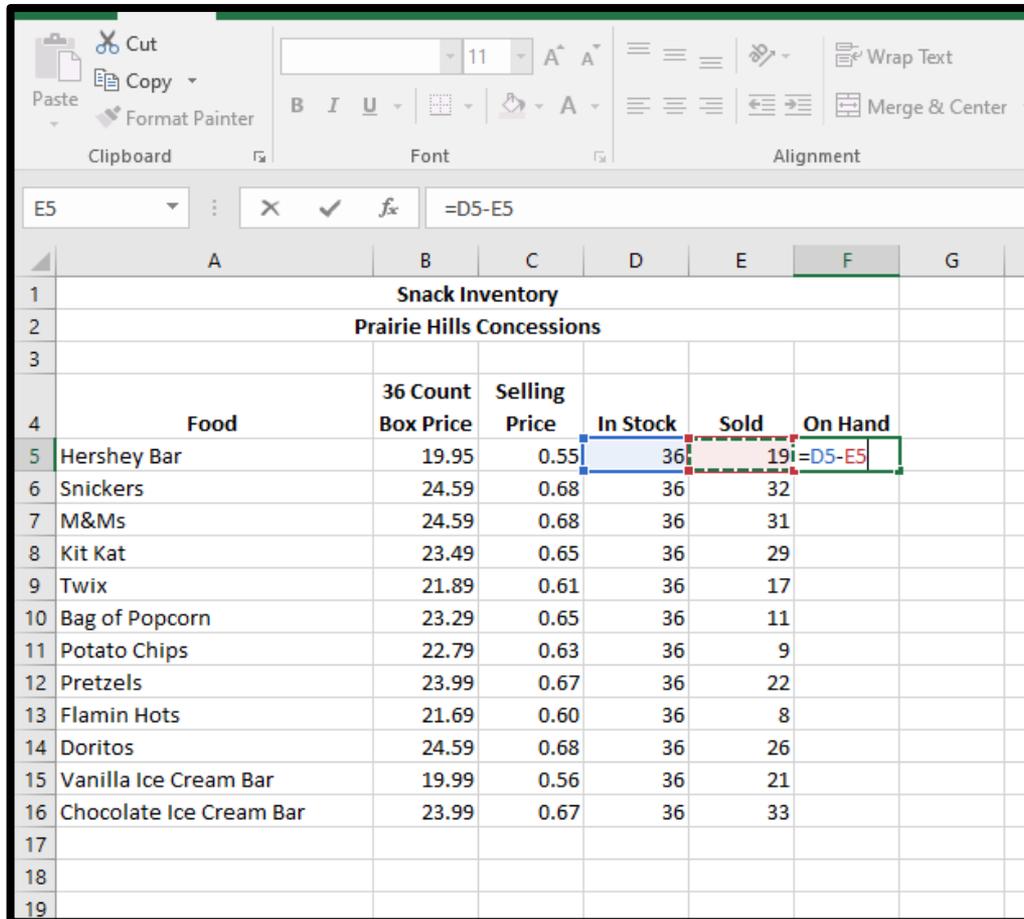
1. Click into cell C5. The outline of the cell will turn green.
2. Click on the small square in the lower right side of the cell.
3. Hold down the mouse and drag the mouse to cell C16.

This will copy your formula and calculate the price.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Formulas'. The active cell is C5, and the formula bar shows '=B5/D5'. The spreadsheet contains a table titled 'Snack Inventory' for 'Prairie Hills Concessions'. The table has columns for 'Food', 'Box', 'Selling Price', 'In Stock', 'Sold', and 'On Hand'. The 'Selling Price' column for rows 5 through 16 is highlighted in green, indicating that the formula from cell C5 is being copied to these cells. Three blue arrows with numbers 1, 2, and 3 point to the 'Selling Price' cell in row 5, the fill handle (small square) in row 5, and the 'Selling Price' cell in row 16, respectively, illustrating the steps described in the text.

| | A | B | C | D | E | F | G | H |
|----|---|---------------------------|-------|---------------|----------|------|---------|---|
| 1 | | Snack Inventory | | | | | | |
| 2 | | Prairie Hills Concessions | | | | | | |
| 3 | | | | | | | | |
| 4 | | Food | Box | Selling Price | In Stock | Sold | On Hand | |
| 5 | | Hershey Bar | 19.95 | 0.55 | 36 | 19 | | |
| 6 | | Snickers | 24.59 | | 36 | 32 | | |
| 7 | | M&Ms | 24.59 | | 36 | 31 | | |
| 8 | | Kit Kat | 23.49 | | 36 | 29 | | |
| 9 | | Twix | 21.89 | | 36 | 17 | | |
| 10 | | Bag of Popcorn | 23.29 | | 36 | 11 | | |
| 11 | | Potato Chips | 22.79 | | 36 | 9 | | |
| 12 | | Pretzels | 23.99 | | 36 | 22 | | |
| 13 | | Flamin Hots | 21.69 | | 36 | 8 | | |
| 14 | | Doritos | 24.59 | | 36 | 26 | | |
| 15 | | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | |
| 16 | | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |

Formulas



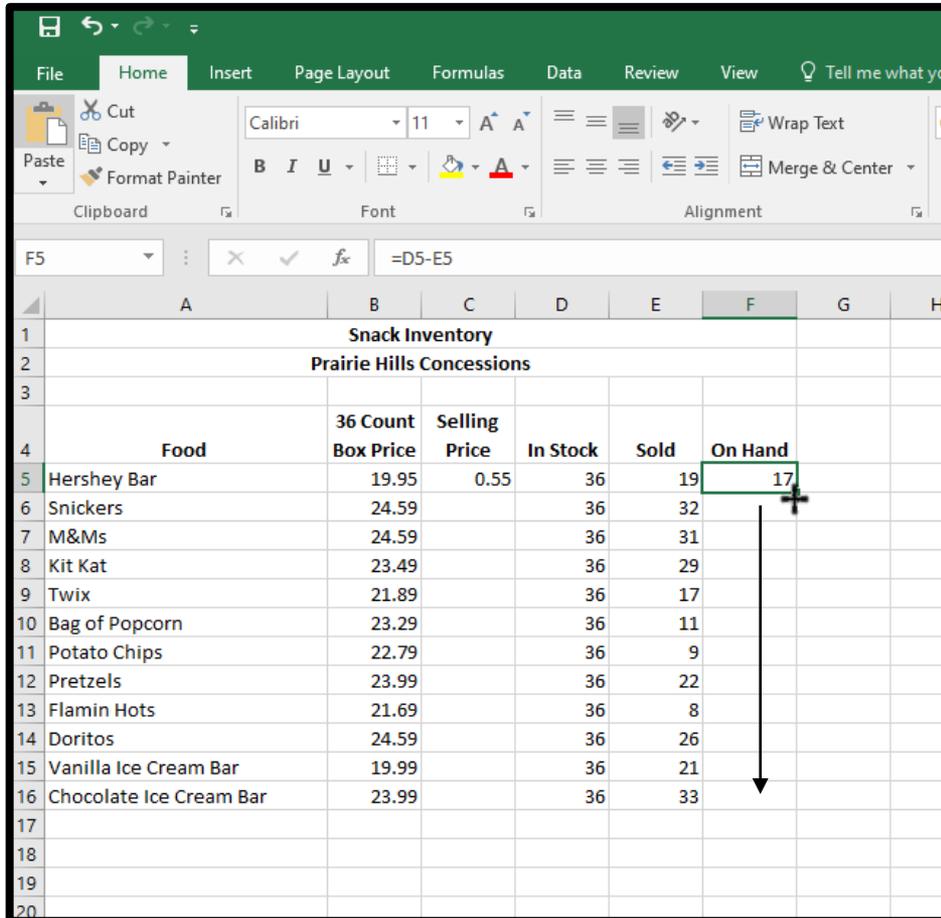
The screenshot shows the Microsoft Excel interface. The ribbon at the top includes the Clipboard, Font, and Alignment tabs. The active cell is E5, and the formula bar shows the formula `=D5-E5`. The spreadsheet contains a table titled "Snack Inventory" for "Prairie Hills Concessions". The table has columns for Food, 36 Count Box Price, Selling Price, In Stock, Sold, and On Hand. Cell F5 is highlighted with a green border and contains the formula `=D5-E5`.

| | A | B | C | D | E | F | G |
|----|---------------------------|--------------------|---------------|----------|------|---------|---|
| 1 | Snack Inventory | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | |
| 3 | | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand | |
| 5 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | =D5-E5 | |
| 6 | Snickers | 24.59 | 0.68 | 36 | 32 | | |
| 7 | M&Ms | 24.59 | 0.68 | 36 | 31 | | |
| 8 | Kit Kat | 23.49 | 0.65 | 36 | 29 | | |
| 9 | Twix | 21.89 | 0.61 | 36 | 17 | | |
| 10 | Bag of Popcorn | 23.29 | 0.65 | 36 | 11 | | |
| 11 | Potato Chips | 22.79 | 0.63 | 36 | 9 | | |
| 12 | Pretzels | 23.99 | 0.67 | 36 | 22 | | |
| 13 | Flamin Hots | 21.69 | 0.60 | 36 | 8 | | |
| 14 | Doritos | 24.59 | 0.68 | 36 | 26 | | |
| 15 | Vanilla Ice Cream Bar | 19.99 | 0.56 | 36 | 21 | | |
| 16 | Chocolate Ice Cream Bar | 23.99 | 0.67 | 36 | 33 | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |

Steps:

1. Click into cell F5. The outline of the cell will turn green.
2. In the cell type `=D5-E5`
3. Then press the **enter** key.

Formulas



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Formulas'. The formula bar displays '=D5-E5'. The spreadsheet contains a table with the following data:

| | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
|----|-------------------------|-----------------------|------------------|----------|------|---------|
| 5 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 |
| 6 | Snickers | 24.59 | | 36 | 32 | |
| 7 | M&Ms | 24.59 | | 36 | 31 | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | |
| 9 | Twix | 21.89 | | 36 | 17 | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | |
| 12 | Pretzels | 23.99 | | 36 | 22 | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | |
| 14 | Doritos | 24.59 | | 36 | 26 | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | |

Steps:

1. Click into cell F5. The outline of the cell will turn green.
2. Click on the small square in the lower right side of the cell.
3. Hold down the mouse and drag the mouse to cell F16.

This will copy your formula and calculate the amount on hand.

Sorting

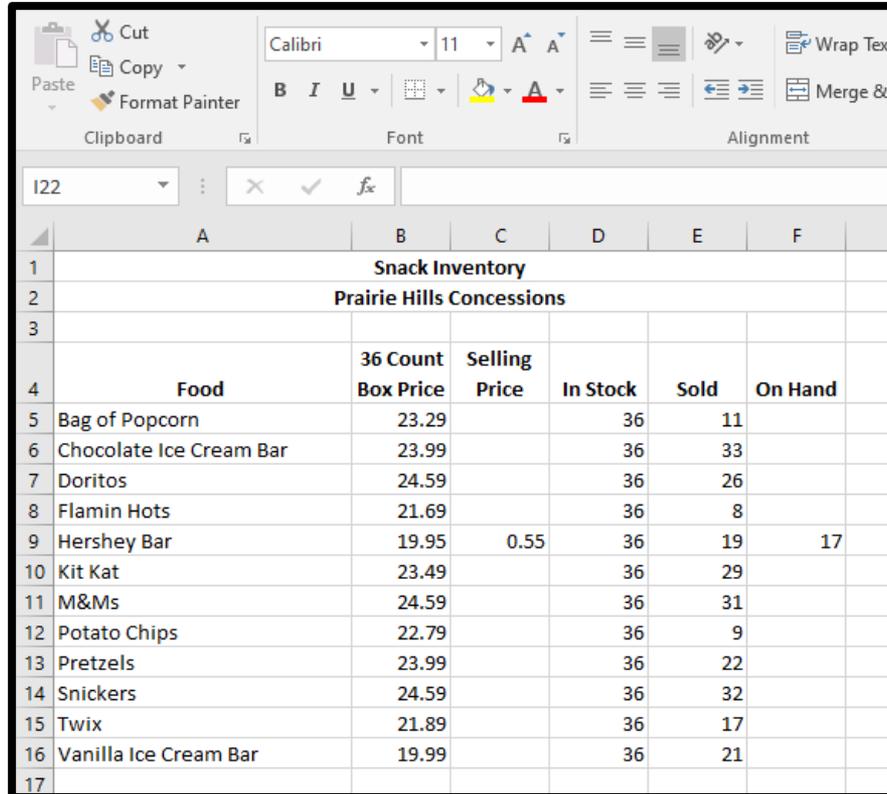
The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for Show Queries, From Table, Recent Sources, Refresh, Connections, Properties, Edit Links, Sort, and Filter. The active cell is A5, containing the text 'Hershey Bar'. The data table below is as follows:

| | A | B | C | D | E | F | G | H | |
|----|---------------------------|----------|---------------|----------|------|---------|---|---|--|
| 1 | Snack Inventory | | | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | Food | 36 Count | Selling Price | In Stock | Sold | On Hand | | | |
| 5 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 | | | |
| 6 | Snickers | 24.59 | | 36 | 32 | | | | |
| 7 | M&Ms | 24.59 | | 36 | 31 | | | | |
| 8 | Kit Kat | 23.49 | | 36 | 29 | | | | |
| 9 | Twix | 21.89 | | 36 | 17 | | | | |
| 10 | Bag of Popcorn | 23.29 | | 36 | 11 | | | | |
| 11 | Potato Chips | 22.79 | | 36 | 9 | | | | |
| 12 | Pretzels | 23.99 | | 36 | 22 | | | | |
| 13 | Flamin Hots | 21.69 | | 36 | 8 | | | | |
| 14 | Doritos | 24.59 | | 36 | 26 | | | | |
| 15 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | | | |
| 16 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |

Steps:

1. Select the **Data Tab**
2. Select cells **A5 to F16**
3. Select the **A-Z sort button**.

Sorting



| | A | B | C | D | E | F |
|----|---------------------------|--------------------|---------------|----------|------|---------|
| 1 | Snack Inventory | | | | | |
| 2 | Prairie Hills Concessions | | | | | |
| 3 | | | | | | |
| 4 | Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
| 5 | Bag of Popcorn | 23.29 | | 36 | 11 | |
| 6 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | |
| 7 | Doritos | 24.59 | | 36 | 26 | |
| 8 | Flamin Hots | 21.69 | | 36 | 8 | |
| 9 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 |
| 10 | Kit Kat | 23.49 | | 36 | 29 | |
| 11 | M&Ms | 24.59 | | 36 | 31 | |
| 12 | Potato Chips | 22.79 | | 36 | 9 | |
| 13 | Pretzels | 23.99 | | 36 | 22 | |
| 14 | Snickers | 24.59 | | 36 | 32 | |
| 15 | Twix | 21.89 | | 36 | 17 | |
| 16 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | |
| 17 | | | | | | |

Check your work....
Row 9 should look like this.
The rest of your chart should be filled in as well.



| | | | | | | |
|---|-------------|-------|------|----|----|----|
| 9 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 |
|---|-------------|-------|------|----|----|----|

Analyzing the Data

The screenshot shows an Excel spreadsheet with the following data:

| Food | 36 Count | Box Price | Selling Price | In Stock | Sold | On Hand |
|-------------------------|----------|-----------|---------------|----------|------|---------|
| Bag of Popcorn | 23.29 | | | 36 | 11 | |
| Chocolate Ice Cream Bar | 23.99 | | | 36 | 33 | |
| Doritos | 24.59 | | | 36 | 26 | |
| Flamin Hots | 21.69 | | | 36 | 8 | |
| Hershey Bar | 19.95 | 0.55 | | 36 | 19 | 17 |
| Kit Kat | 23.49 | | | 36 | 29 | |
| M&Ms | 24.59 | | | 36 | 31 | |
| Potato Chips | 22.79 | | | 36 | 9 | |
| Pretzels | 23.99 | | | 36 | 22 | |
| Snickers | 24.59 | | | 36 | 32 | |
| Twix | 21.89 | | | 36 | 17 | |
| Vanilla Ice Cream Bar | 19.99 | | | 36 | 21 | |

Row 19 is labeled 'Items to Order:' and cell A19 is highlighted with a green border.

Steps:

1. Click on cell A19.
2. Type Items to Order:
3. Look at the spreadsheet and type the names of items with less than **15 On Hand** into cell B19.

Analyzing the Data

| | A | B | C | D | E | F | G | H |
|----|---------------------------|----------|---------------|----------|------|---------|---|---|
| 1 | Snack Inventory | | | | | | | |
| 2 | Prairie Hills Concessions | | | | | | | |
| 3 | | | | | | | | |
| 4 | Food | 36 Count | Selling Price | In Stock | Sold | On Hand | | |
| 5 | Bag of Popcorn | 23.29 | | 36 | 11 | | | |
| 6 | Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | | | |
| 7 | Doritos | 24.59 | | 36 | 26 | | | |
| 8 | Flamin Hots | 21.69 | | 36 | 8 | | | |
| 9 | Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 | | |
| 10 | Kit Kat | 23.49 | | 36 | 29 | | | |
| 11 | M&Ms | 24.59 | | 36 | 31 | | | |
| 12 | Potato Chips | 22.79 | | 36 | 9 | | | |
| 13 | Pretzels | 23.99 | | 36 | 22 | | | |
| 14 | Snickers | 24.59 | | 36 | 32 | | | |
| 15 | Twix | 21.89 | | 36 | 17 | | | |
| 16 | Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | Items to Order: | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 | Items Not Selling: | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |

Steps:

1. Click on cell A22.
2. Type Items Not Selling:
3. Look at the spreadsheet and type the names of items with less than 12 Sold into cell B22.

Check Your Work

| Food | 36 Count Box Price | Selling Price | In Stock | Sold | On Hand |
|-------------------------|--------------------|---------------|----------|------|---------|
| Bag of Popcorn | 23.29 | | 36 | 11 | |
| Chocolate Ice Cream Bar | 23.99 | | 36 | 33 | |
| Doritos | 24.59 | | 36 | 26 | |
| Flamin Hots | 21.69 | | 36 | 8 | |
| Hershey Bar | 19.95 | 0.55 | 36 | 19 | 17 |
| Kit Kat | 23.49 | | 36 | 29 | |
| M&Ms | 24.59 | | 36 | 31 | |
| Potato Chips | 22.79 | | 36 | 9 | |
| Pretzels | 23.99 | | 36 | 22 | |
| Snickers | 24.59 | | 36 | 32 | |
| Twix | 21.89 | | 36 | 17 | |
| Vanilla Ice Cream Bar | 19.99 | | 36 | 21 | |

Items to Order:

Items Not Selling:

Make sure that you have completed the **Items to Order** and the **Items Not Selling**

Once your spreadsheet is completed turn in your assignment.