

Excel Project 1, Part 2: Creating Formulas and Using Fill-Down

Thompsons Worksheet

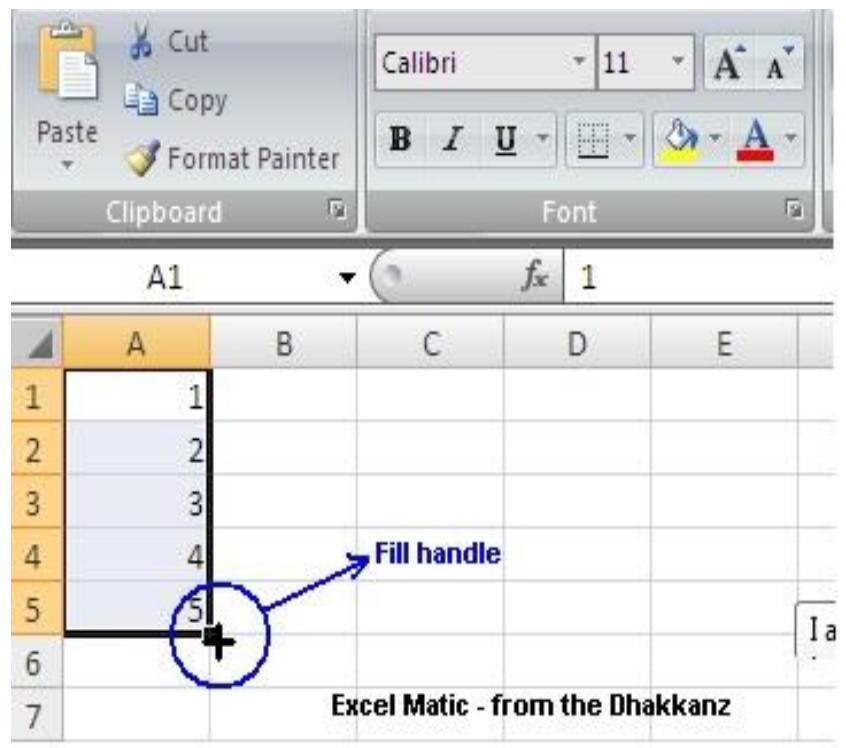
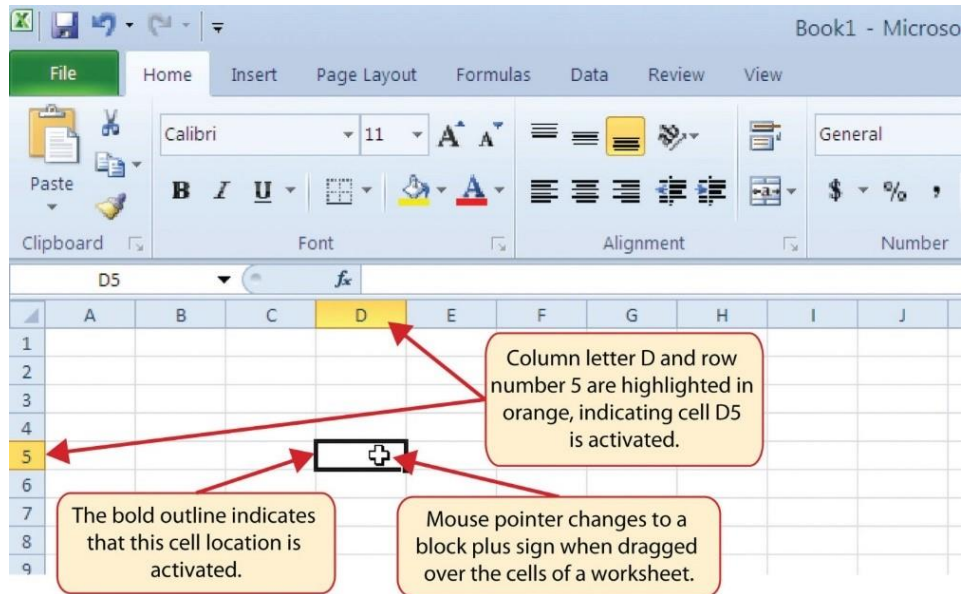
A formula is a math statement we create. Instead of using numbers, we use cell references (*column letter & row number*). The TOTAL column in this worksheet is EACH PART'S LABOR PLUS MATERIALS COST.

1. If you have carefully set up your spreadsheet correctly, the formula in CELL D5 will be:

$$=B5+C5$$

Excel will not display that formula once you enter it. *It will do the calculation and show you 684.14*

2. Verify that your formula works and returns the right answer.
3. *We do not need to enter the formula again.* Excel has a FILL-DOWN feature. Either highlight the D column from D5 to D 19 to FILL DOWN OR **LOOK FOR THE SMALL FILL HANDLE and PULL IT DOWN USING THE PLUS SIGN AS SHOWN RIGHT.**



4. **National Worksheet:** Before we finish NATIONAL GROCERY, YOU NEED TO ENTER DATA FOR AMOUNT PAID. It is on PAGE 2 of these directions.
5. Once you enter that data under Amount Paid (Column C6-C16), then we are ready to enter the formula below in cell D6:

$$=B6-C6$$

DATA FOR COLUMN C, *Amount Paid*, NATIONAL GROCERY

4	Customer	Amount	Amount	Amount
5	Name	Owed	Paid	Owed
6	Bouie, L.	40.46	30	
7	Ohms, D.	13.49	13.49	
8	Prone, A.	98.29	50	
9	Witt, J.	83.49	50	
10	Priest, B.	70.67	50	
11	Oatly, N.	32.38	20	
12	Shurr, P.	14.36	10	
13	Tracz, M.	57.67	57.67	
14	Jones, R.	35.85	35.85	
15	Hahn, B.	85.45	50	
16	Rick, J.	125.39	100	
17	Swan, W.	78.45	50	
18	Berg, L.	25.12	25.12	
19	Hock, C.	15.25	15.25	

6. AFTER YOU HAVE ENTERED DATA and the formula in STEP 5, FILL IT DOWN like in STEP 3 for *Thompson* worksheet. *HINT: FILL HANDLE*).

7. **Clark's:** Profits are THE DIFFERENCE BETWEEN RETAIL AND SELLING PRICE. The formula for cell A5 is:

$$=C5-B5$$

8. Now fill that formula down the column where you have data (*HINT: It is quickest to use the FILL HANDLE we used in STEP 3*).