

## Use Functions; Absolute Reference; Conditional Formatting; Sort

**Directions:** Use your spreadsheet program to complete the following spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	It's My Money Stock Club									
2										
			Date	Quantity	Initial		Current	Current		Percent of
3	Stock	Symbol	Purchased	Purchased	Price Per	Initial	Price Per	Market	Gain/Loss	Portfolio
4	Boeing	BA	9/1/1999	800	Share	Cost	Share	Value		Value
5	Citigroup	C	10/11/1999	600	33.00		63.45			
6	Merck	MRK	11/22/1999	500	12.50		47.12			
7	Wal-Mart	WMT	12/16/1999	200	37.25		32.36			
8	Disney	DIS	12/21/1999	500	65.00		47.24			
9	Total				17.50		27.51			
10										
11	Average									
12	Highest									
13	Lowest									
14										

1. Create the worksheet by entering data and labels as illustrated.
2. Enter a formula in F4 to calculate initial stock cost; use the fill handle to fill the column.
3. Enter a formula in H4 to calculate current market value. Use the current share price given or look up today's current share price and calculate the value with actual data. Fill the formula down.
4. Enter a formula in I4 to calculate gain or loss. Fill the formula down and apply a conditional format that will display negative values in red. Click on Format, select Conditional Formatting, and set the condition to display negative values in red.
5. Enter a formula in J4 to determine each stock's percent of total portfolio value. Fill down. (If an error message occurs, determine what must be done to the formula to correct this.)
6. Determine average of Columns D through I.
7. Determine the highest and lowest values in columns D through J.
8. Sort stocks by name in alpha order.
9. Merge and center the title in 14 point sans serif font, bold.
10. Bold and center column headings and labels in A11:A13.
11. Format money to two decimals.
12. Format total amounts as currency and two decimals.
13. Format Column J as a percent and zero decimals.
14. Key your name in a header or below the last line of data.
15. Save as **Activity F603-03**.
16. Print in landscape orientation with gridlines and column/row headings. Be sure the document fits on one page.
17. Save again and close the program.

### Spreadsheets

Use spreadsheet software with alternative input devices.