

Design, Create, Edit, and Save Spreadsheets

Directions: Use your spreadsheet program to create and save the following spreadsheet:

1. Create a new document in your spreadsheet program.
2. Enter the labels and values in the exact cell locations as shown. The item numbers are entered as numeric labels, not values. An apostrophe typed before a number will format the cell as a label.
3. If your software has the feature, use wrap text to format the two-line column heading.
4. Edit the entry in F3 to read AMOUNT.
5. Adjust column widths as necessary to display all data.
6. Type your name in cell A16.
7. Save the file as **Activity F601-03**.
8. Close and exit the spreadsheet.

| | A | B | C | D | E | F |
|----|---------|-------|------|---------------------|------------|--------|
| 1 | | | | INVOICE | | |
| 2 | | | | | | |
| 3 | ITEM NO | QUANT | UNIT | DESCR | UNIT PRICE | AMOUNT |
| 4 | | | | | | |
| 5 | 41602 | 5 | EA | Scanner | 99.99 | |
| 6 | 41680 | 15 | DOZ | Flash Drive | 49.99 | |
| 7 | 41645 | 12 | EA | CD-RW | 39.99 | |
| 8 | 41679 | 6 | EA | Hand-held organizer | 129.99 | |
| 9 | | | | | | |
| 10 | | | | | Subtotal | |
| 11 | | | | | Tax | |
| 12 | | | | | Shipping | |
| 13 | | | | | Subtotal | |
| 14 | | | | | Discount | |
| 15 | | | | | Total | |
| 16 | | | | | | |

Spreadsheets

Use spreadsheet software with alternative input devices.