

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-10 Inventory Markup** in the "Excel Projects" folder within the "Jazz My Wheels Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-10**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Select cells E8 – G29 and format them as currency with 2 decimal places.
5. Format cells H8 – H29 as percentages displaying 2 decimal places.
6. Enter a formula in cell G8 that will subtract the UNIT COST from the SELLING PRICE.
Hint: In cell G8, key =F8-E8.
7. Enter a formula in cell H8 that will divide the \$ MARKUP by the UNIT COST.
Hint: In cell H8, key =G8/E8.
8. Copy the formula in cell G8 and paste it into cells G9 – G17 and G20 – G28.
9. Copy the formula in cell H8 and paste it into cells H9 – H17 and H20 – H28.
10. Enter formulas in cells B18 and B29 to determine the number of items for exterior accessories and for interior accessories as follows:
In cell B18, key =COUNT(B8:B17).
In cell B29, key =COUNT(B20:B28).
11. Select cells A1 – H29 and set the AutoFormat feature to "List 2."
Note: If "List 2" is not an option, select an alternate AutoFormat style to apply to the above cells. Although readily available in earlier versions, Microsoft did not include AutoFormat on the ribbon in Excel 2007. To use the AutoFormat feature in Excel 2007, you must add the AutoFormat button to the Quick Access Toolbar.
12. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G	H
1	Jazz My Wheels							
2	Markup Schedule							
3								
4								
5		ITEM			UNIT	SELLING	\$	%
6		NUMBER	ITEM	MAKE	COST	PRICE	MARKUP	MARKUP
7								
8	Exterior Accessories	59813457	Retro Style Billet Grille	PT Cruiser	176	281.6	<formula>	<formula>
9		15793578	Hood Vent	Corvette	32	48		
10		25493572	Rear Spoiler	Mustang	146	248.2		
11		58134759	Removable Roof Rack	PT Cruiser	42	58.8		
12		15793584	Headlight Covers	Chrysler 300	17	27.2		
13		35812492	Rear Hatch Accent Strip	PT Cruiser	14	22.4		
14		57905428	Splash Guards	Corvette	21	35.7		
15		58143579	Roof Mount Bike Carrier	Mustang	34	57.8		
16		65497845	Front End and Hood Cover	PT Cruiser	51	76.5		
17		25807456	Backup Sensors	Chrysler 300	43	68.8	↓	↓
18	Total Items	<formula>						
19								
20	Interior Accessories	48751358	Satellite Receiver Kit	Chrysler 300	177	300.9	<formula>	<formula>
21		24586897	Door Sill Plate	PT Cruiser	16	25.6		
22		58784596	Climate Control Knobs	Mustang	17	25.5		
23		58468752	Dash Accent Kils	Corvette	44	74.8		
24		25489635	Polished Oval Mirror	PT Cruiser	15	22.5		
25		78495135	Alarm Systems	Corvette	52	83.2		
26		25794583	Carpeted Floor Mats	Mustang	31	49.6		
27		54789824	Double Wide Arm Rest	PT Cruiser	52	88.4		
28		45879512	Custom Leather Seat Covers	PT Cruiser	40	40	↓	↓
29	Total Items	<formula>						