

The GAP[®] 2

New Skills

1. Use the Count function.
2. Use the AutoFormat feature.

Activity Overview

The following activity illustrates how spreadsheets can be used by a retail clothing store that sells merchandise to the general public. Businesses must determine how inventory should be marked up by dollars and percents. This activity expands on The Gap[®] spreadsheet created in Activity 7.

Instructions

1. Open the file THE GAP previously created in Activity 7.
 - ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Delete row 1 containing the Activity # and Student Name.
3. Type the additional column headings as shown for columns G and H. Bold these headings.
4. Center align columns G and H.
5. Type the additional data shown in cells A17 and A30.
6. Compute the formulas for the first item as follows:
 - a. \$ MARKUP=SELLING PRICE-UNIT COST → In cell G8, type =F8-E8
 - b. % MARKUP=\$ MARKUP/UNIT COST → In cell H8, type =G8/E8
7. Copy and paste these formulas for the remaining men's and women's wear items.
8. Format cells E8 – G29 as currency displaying 2 decimal places and the \$ symbol.
9. Format cells H8 - H29 as percentages displaying 2 decimal places.
- NEW SKILL ► 10. In cells B17 and B30, use the COUNT function to determine the number of items for men's wear and for women's wear. Enter the following formulas:
 - a. In cell B17, type =COUNT(B8:B16)
 - b. In cell B30, type =COUNT(B19:B29)
- NEW SKILL ► 11. Select cells A1 – H30 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.*
12. Insert a header that shows:
 - a. Left Section Activity 38-Student Name
 - b. Center Section THE GAP 2
 - c. Right Section Current Date



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13. Insert a footer that shows:
 - a. Center Section PAGE number
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as THE GAP 2.
17. Analyze the changes made to the data in the spreadsheet.
18. Set the Print Area to include all cells containing data in the spreadsheet.
19. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.
20. Print a copy of the spreadsheet if required by your instructor.

INPUT DATA

	A	B	C	D	E	F	G	H
1	THE GAP							
2	Markup Schedule	December 2010						
3								
4								
5		ITEM			UNIT	SELLING		
6		NUMBER	ITEM	STYLE	COST	PRICE	\$	%
7							MARKUP	MARKUP
8	Men's wear	715503	Denim Jacket	Well-worn	30.00	79.50		
9		772336	Classic Khaki	Straight Fit	22.00	49.50		
10		737510	Boot Fit Jeans	Vintage Wash	32.00	64.50		
11		768710	Waffle Knit T	Camo	10.00	24.50		
12		768699	City Cycle Graphic T		11.00	24.50		
13		750454	Cardigan	Hooded	16.00	49.99		
14		750202	Rugby Polo	Striped	15.00	32.99		
15		539875	Cargo Shorts	Camo	8.00	17.99		
16		783492	Leather Belt	Distressed Buckle	13.00	39.50		
17	Total Items							
18								
19	Women's wear	770646	Leather Jacket	Funnel Neck	89.00	298.00		
20		768458	Denim Jacket	Elbow Pad	28.00	69.50		
21		770836	Puffer Vest		30.00	59.50		
22		768454	Legging Jeans	True Black Wash	32.00	69.50		
23		770608	Mini Skirt	Plaid	21.00	44.50		
24		749450	Sweater Hoodie		22.00	44.99		
25		772219	Shoulder Link Tank		14.00	29.50		
26		790947	Zipper T		17.00	34.50		
27		771999	Double Layer T		12.00	24.50		
28		776518	Leather Tassel Tote		49.00	98.00		
29		776546	Skinny Belt	Pyramid Studed	13.00	29.50		
30	Total Items							