



Basic Spreadsheet Concepts Exercise 1

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers as a currency.
3. Center the spreadsheet heading 'Sales for the Month' across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each sales rep.
6. Create formulas to display a total for each product.
7. Create a formula to calculate the total sales for all sales reps for the month.

	A	B	C	D	E	F
1	Sales for the Month					
2	Sales Rep	Product 1	Product 2	Product 3	Sales Rep Totals	
3	A Rodes	\$ 443.00	\$ 213.00	\$ 986.00		
4	C Martin	\$ 192.00	\$ 485.00	\$ 567.00		
5	M Dale	\$ 325.00	\$ 456.00	\$ 781.00		
6	R Hoskings	\$ 344.00	\$ 211.00	\$ 198.00		
7	T Jacobs	\$ 350.00	\$ 390.00	\$ 400.00		
8	V Muston	\$ 235.00	\$ 186.00	\$ 984.00		
9						
10	Totals					
11						
12						

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Basic Spreadsheet Concepts Exercise 2

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers as a currency.
3. Center the spreadsheet heading 'Sales and Produce Department' across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each fruit.
6. Create formulas to display a total for each month.
7. Create a formula to calculate the total sales for all fruit items for the year to date

	A	B	C	D	E	F	G
1	Sales And Produce Department						
2	Fruit Item	January	February	March	April	Year to Date	
3	Apples	\$ 358.00	\$ 456.00	\$ 680.00	\$ 765.00		
4	Bananas	\$ 435.00	\$ 254.00	\$ 213.00	\$ 365.00		
5	Pears	\$ 345.00	\$ 482.00	\$ 326.00	\$ 310.00		
6	Oranges	\$ 389.00	\$ 567.00	\$ 482.00	\$ 567.00		
7	Grapes	\$ 591.00	\$ 428.00	\$ 367.00	\$ 551.00		
8	Kiwifruit	\$ 234.00	\$ 368.00	\$ 439.00	\$ 387.00		
9							
10	Total						
11							
12							

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Basic Spreadsheet Concepts Exercise 3

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers with appropriate format's.
3. Center the spreadsheet heading 'Mike's Stationery Order' across the spreadsheet.
4. Format all text as displayed in the sample below, including the rotated text labels.
5. Create formulas to display a total for each stationery item ordered.
6. Create a formula to calculate the total for the stationery order.

	A	B	C	D
1	Mike's Stationery Order			
2	Item	Quantity Ordered	Unit Price	Total
3	Stabilo Boss Highlighters	2	1.59	
4	Blue Tack	1	2.89	
5	Push Pins (pkt)	1	1.39	
6	Chrome Letter Clips	5	0.59	
7	Stephens Whiteboard Markers (Blue)	2	2.39	
8	Stephens Whiteboard Markers (Green)	2	2.39	
9	Stephens Whiteboard Markers (Red)	2	2.39	
10	Stephens Whiteboard Markers (Black)	2	2.25	
11	A4 White 80 gsm Copy Paper (Ream)	10	5.59	
12				
13	Order Total			
14				

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Basic Spreadsheet Concepts Exercise 4

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers with appropriate formats.
3. Center the spreadsheet heading 'Travel Expenses for The Month of May' across the spreadsheet.
4. Format all text as displayed in the sample below, including the rotated text labels.
5. Create formulas to display a total for each Sales Rep.
6. Create formulas to calculate the amount due to each sales rep, on the basis that each rep is reimbursed 0.63 cents per kilometer traveled.
7. Apply all borders and shading (colour. shown in the sample below, feel free to experiment with your own colour schemes.

	A	B	C	D	E	F	G	H	I
1	Travel Expenses For The Month Of May								
2	Sales Rep	Week 1 Km	Week 2 Km	Week 3 Km	Week 4 Km	TOTAL Km Traveled	Amount Due		
3	Morrison W	150	230	95	186				
4	Oliver A	210	309	120	95				
5	Parker J	105	126	142	86				
6	Potts D	155	148	162	135				
7	Watson K	110	152	133	122				
8	Weatherby L	108	123	121	111				
9	Wilson J	106	164	153	145				
10	Woolley T	101	132	135	162				
11	Mike Dale	198	205	210	187				
12									
13									

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Basic Spreadsheet Concepts Exercise 5

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers with appropriate formats.
3. Center the spreadsheet heading "Mike's Lunch Bar" across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each item in the Lunch Bar.
6. Create a formula to calculate the total sales for the Lunch Bar.
7. Apply all borders and shading (colour. shown in the sample below, feel free to experiment with your own colour schemes.

	A	B	C	D	E
1	Mike's Lunch Bar				
2	Lunch Items	Units Sold	Unit Price	Sales	
3	Sandwiches	2,300	\$ 2.50		
4	Meat Pies	1,100	\$ 2.00		
5	Macaroni and other Salads	3,650	\$ 3.50		
6	Filled Rolls	560	\$ 2.30		
7	Soup	348	\$ 3.00		
8	Desserts	288	\$ 2.00		
9	Tea	890	\$ 1.50		
10	Coffee	974	\$ 1.50		
11	Cold drinks	599	\$ 1.00		
12					
13	Total Sales				
14	Averages				
15					
16					

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Basic Spreadsheet Concepts Exercise 6

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers with appropriate formats.
3. Center the spreadsheet heading "Mike's Furniture Store" across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each item in the Lunch Bar.
6. Create a formula to calculate the total sales for the Lunch Bar.
7. Apply all borders and shading (colour. shown in the sample below, feel free to experiment with your own colour schemes.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Mike's Furniture Store											
2	Item	Lounge Suite	Dinning Room Suite	Bar Chair	Lazy Boy Chairs	Lamp Stand	Single Bed	Double Bed	Bedroom Dressers	Scotch Dressers	Coffee Table	Totals
3	January	5	7	12	15	3	6	10	12	4	2	
4	February	8	6	2	4	5	5	8	8	5	2	
5	March	4	9	5	7	9	9	9	15	7	5	
6	April	8	9	8	12	10	7	15	20	18	7	
7	May	10	10	4	15	12	8	12	16	21	11	
8	June	5	12	9	11	9	6	8	15	18	10	
9	July	12	12	6	8	9	12	10	14	14	8	
10	August	11	8	7	15	13	11	16	10	15	6	
11	September	14	9	12	12	15	18	23	26	13	15	
12	October	8	15	4	9	7	15	21	19	20	13	
13	November	13	14	9	13	12	16	24	30	24	18	
14	December	18	16	15	16	20	12	14	20	18	30	
15												
16	Totals											
17												

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Basic Spreadsheet Concepts Exercise 7

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers with appropriate formats.
3. Center the spreadsheet heading "Weekly Income Schedule" across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each item in the Lunch Bar.
6. Create formulas to calculate the Total Exp (Total Expenditure..
7. Create formulas to calculate the profit.
8. Create formulas to calculate the totals for each column.
9. Apply all borders and shading (colour. shown in the sample below, feel free to experiment with your own colour schemes.

	A	B	C	D	E	F
1	Weekly Income Schedule					
2	Date	Expenditure	Refund	Total Exp	Income	Profit \$
3	06-May	423.98	62		550	
4	13-May	598.12	67.73		780	
5	20-May	410.45	45		659.9	
6	27-May	499.1	33.75		653.98	
7	03-Jun	370.25	28.12		583	
8	10-Jun	440.8	56.25		589.12	
9	17-Jun	530.25	51.75		695.8	
10	24-Jun	490.55	96.75		663.6	
11						
12	Totals					
13						

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Short Courses

	Course	Duration
1	Certificate in Computer Applications	3 months
2	Certificate in Computer Repair	3 months
3	Certificate in Web Design	2 months
4	Certificate in Digital Pedagogy	14 weeks
5	Fundamentals of Customer Care for Educational Institutions	1 week
6	Fundamentals of Customer Care in Business	1 week

Other Courses

	Course	Duration
1	Certificate in Information Technology	2 years
2	Diploma in Information Technology	2 years

NB: All our courses are available online