

Computing Prices

Ryan, Justin, and Andrew Smith are co-owners of Smith Department Store. They would like you to set up a sales form template to computer the Total Price, Tax, Discount, and Final Price for their customers. In this application you are expected to set up the template. Then enter the appropriate data, and save the sales template.

1. Create a new worksheet using excel and enter the data. Remember to format your worksheet just as it is shown below.

Item	Quantity Sold	Unit Price	Total Price	Tax	Discount	Final Price
Hard drive	14	\$ 321.42	\$ 4,499.88			
Printer	11	\$ 211.19	\$ 2,323.09			
Computer	9	\$ 725.35	\$ 6,528.15			
Monitor	8	\$ 356.25	\$ 2,850.00			
Paper	21	\$ 10.32	\$ 216.72			
Ink ribbons	42	\$ 5.32	\$ 223.44			
Diskettes	120	\$ 0.65	\$ 78.00			

2. The formulas for Total Price, Tax, Discount, and Final Price are provided. Using the formulas below, enter the appropriate formula for each column that needs to be calculated.

$$\text{Total Price} = \text{Quantity Sold} * \text{Unit Price}$$

$$\text{Tax} = \text{Total Price} * .067$$

$$\text{Discount} = \text{Total Price} * .10$$

$$\text{Final Price} = \text{Total Price} + \text{Tax} - \text{Discount}$$

3. Be sure to check your totals.
 - ✓ Are the values correct?
 - ✓ Are the totals correct?
 - ✓ Have you adjusted the column widths as needed?
 - ✓ Have you formatted the numeric data correctly?
 - ✓ Have you aligned the labels correctly?
4. Print the completed form and save as smith template in your 8th grade computer folder.