Here are the instructions: submitting file type: xls and xlsx

1.  First, you must start with a blank excel file.

2.  We are creating a purchase order for a company.  In cell A1, you must type in Purchase Order.  This is the title of the table.

3.  Row two will contain the headings for our table.  The column names are as follows:  Name, Quantity, Price, Cost, and Tax.  Thus, you should have 5 columns.

4.  Under the Name column, you will put the following names:  Printer Paper (1000 sheets per pack), Copier Toner, Printer Ink, Colored Pens (10 pack), Folders, Dry Erase Markers (20 pack), Dry Erase Board

5.  Under the Quantity Column, you put the following:  10, 3, 2, 4, 4, 6, 4.  That is, the company is purchasing 10 packs of Printer Paper (1000 sheets per pack), 3 packs of Copier Toner, etc.

6.  Under the Price column, you should enter the following:  $6.99, $30.00, $15.00, $7.99, $9.99, $20.00, $400.00 (for example, this means that the company has purchased 4 Dry Erase Boards at $400.00 each).

7.  The columns for Cost and Tax will require you to enter formulas.  In the Cost column, you must create a formula that computes the cost for the purchase of each individual item (for example, the cost of Copier Toner would be $90.00).  The Tax column contains the sales tax for each purchase, computed at a 5% rate (so,  a purchase of $10 would have an added $0.50 sales tax).

8.  Next, you need to skip the next row and go to what should be row 11.  In the first column of row 11, enter Total.  Then, in each of the corresponding columns, you will sum the entries of the corresponding columns together using functions within Excel to perform this sum.

9.  Then, in cell D12, type in Total Cost, and then in column E12 use a formula to compute the total cost of the order ( this is cost plus sales tax).

Finishing Touches:

Make sure the title of the table is centered over the columns (see Excel Basics Video).

Make sure every column is wide enough to show the entries of every column, but no wider (see Excel Basics Video).

Make sure whenever an entry should be in dollars, that the entries are formatted as currency (make sure to use US dollars).

Lastly, answer the following question in cell G15:  In step 8 you were asked to compute to sums of the columns for Quantity, Price, Cost, and Tax.  Do any of these sums seem unnecessary?  Which ones would you leave out if you were creating a real purchase order, and why?  Write it complete sentences.