

# Excel Worksheet – Art Gallery

	A	B	C	D	E
1	THE ART GALLERY				
2	October Specials				
3	Artist	Art Print	Regular Price	Sale Price	
4	Sandager	Rocky Mountain Road	1125	950	
5	Richmond	Summer Home	10230	9250	
6	Gennrich	Brittany's Garden	489	425	
7	Sinclair	Sunday Morning	1350	1095	
8	Shoji	Christmas Morning	425	350	
9	Chen	Coming Home	155	139	
10	Lindquist	Dakota Country	305	280	
11	Concubey	A Child's Joy	287	248	
12	Hohenstein	The Old Mill	3525	3325	
13	Fisk-Fisher	Summer Outing	365	349	
14	Debauche	Camper's Delight	199	150	
15					
16					
17					
18					

- Open MS Excel and save a new spreadsheet in your Excel folder as: Art Gallery\_xx (2pts)
  - Type the data in your new spreadsheet exactly as written above. Make sure that you enter data in the correct cell. (10pts)
- 3. Change the table you created as follows:**
- **Row 1**—(4pts)
    - Merge and Center cells A1-E1 and bold the text
    - Use Fill Color to Make the Cells a light gray color
  - **Row 2**—(3pts)
    - Merge and Center cells A2-E2
    - Use Fill Color to Make the Cells a light gray color
  - **Row 3**—(4pts)
    - Write the words “Amount Saved” in cell E3
    - Use Text Wrap on cells C3 and E3 and adjust columns so the text is on 2 lines
    - Center Align and bold all text in row 3
  - **Columns C-E**—(3pts)
    - Under Home Tab, click on the drop down menu next to Number, select “**Currency**” and format with 2 decimal places and the \$ symbol.
  - **Row 16**—(10pts)
    - Write the word “Total” in cell B16. Make the text **bold**.
    - Use formulas to add a total for the Regular Price (C16) and Sale Price (D16) columns
  - **Column E**—Use a formula to create a column that expresses the amount saved (difference) between the regular price and the sale price (4pts)
  - **Additional Formatting:**
    - Make the text **red**, *italicized*, and **BOLD** for the following rows: A5-B5, A8-B8, A9-B9, A12-B12, A14-B14. These are your “***sold***” paintings. (10pts)
    - In cell A18, type the words “Total of sold paintings:” **Bold** and *Italicize* the words. (2pts)
    - In cell C18, create a formula that gives you the regular price total of the sold paintings (4pts)
    - In cell D18, create a formula that gives you the sale price total of the sold paintings (4pts)
  - **Auto Adjust** Columns A, B, and D (3pts)
  - **Save** all changes and **submit** worksheet on Google Classroom (2pts)