

Entering Data into a Spreadsheet

Task 1

Open a new blank spreadsheet and type in the data below.

Herbs and spices	Price
Basil (10g)	1.5
Bay Leaves (6g)	1.45
Chives (1g)	1.59
Mild Chilli Powder (38g)	1.5
Cajun Seasoning	1.6

TOTAL COST

Format the price to currency and two decimal places.

Use a formula to calculate the TOTAL COST

Put your name in the spreadsheet and save it to your folder.

Task 2

Open a new blank spreadsheet and type in the data below.

Plant	Retail Price
Sweet William	7.9
Rose	22.99
Rhododendron	15
Jasmine	15.95
Honeysuckle	8.99

Format the price to currency and two decimal places.

Use a formula to calculate the TOTAL COST

Put your name in the spreadsheet and save it to your folder.