

Exercise 2

Pizza Palace

The owner of Pizza Palace wants to use a worksheet to keep track of expenses.

- a) Create a new workbook.
- b) Enter the data and apply formatting using the Aspect theme as shown below:

| | A | B | C | D |
|----|---------------------|------------|------------|--------|
| 1 | Pizza Palace | | | |
| 2 | Expenses per Pizza | | | |
| 3 | | | | |
| 4 | Ingredients | Everything | Vegetarian | Cheese |
| 5 | | | | |
| 6 | Dough | \$1.25 | \$1.25 | \$1.25 |
| 7 | Cheese | \$1.50 | \$1.50 | \$1.50 |
| 8 | Sauce | \$0.50 | \$0.50 | \$0.50 |
| 9 | Pepperoni | \$0.75 | \$0.00 | \$0.00 |
| 10 | Sausage | \$1.00 | \$0.00 | \$0.00 |
| 11 | Onion | \$0.15 | \$0.15 | \$0.00 |
| 12 | Mushroom | \$0.35 | \$0.35 | \$0.00 |
| 13 | Green Pepper | \$0.40 | \$0.40 | \$0.00 |
| 14 | | | | |

- c) Save the workbook naming it Pizza Palace.
- d) In cell A14, enter the label Cost of Pizza and then format the label as right aligned and italic. Enter formulas that use a function to calculate the total cost of each pizza type.
- e) Pepperoni pizza needs to be added to the worksheet between the Vegetarian and Cheese pizza columns. Enter an appropriate column heading and values for the pepperoni pizza. Copy the cost of pizza formula for the pepperoni pizza into cell D14.
- f) The menu price for each pizza needs to be added to the worksheet in row 15. When the cost of pizza is less than or equal to \$4.00 the price is one and a half (1.5) times the cost, and it is two (2) times the cost when it is greater than \$4.00. Enter formulas that use a function and cell references to calculate the menu price of the pizzas. Include an appropriate label and proper formatting.
- g) In cell A16, enter the label Profit and then format the label as right aligned and italic. Enter formulas that calculate the profit from each pizza type by subtracting the total cost of each type of pizza from the menu price.
- h) Change the price of Cheese from \$1.50 to \$2.00 for each pizza type and change the price of Dough from \$1.25 to \$1.50. How does this affect the profit?
- i) Add your name in a header and the current date in a footer. Add gridlines and headings.
- j) Save the modified Pizza Palace and print a copy.
- k) Display the formulas in the cells instead of values. Print a copy.

***NOTE: TIPS ON NEXT PAGE**

TIPS for completing the PIZZA PALACE1 EXERCISE

Step (b) ADDING A THEME: Go to Page Layout > Themes (on left) Choose "Aspect" .

Step (d) ADDING NUMBERS IN A COLUMN OR ROW: Type =(X0:X1) where "X0" = Beginning Cell and "X1" = the ending cell

Step (e) ADDING A COLUMN TO A SPREADSHEET: Place your cursor (⏴) over the column letter at top. Click on it. Entire Column will be highlighted. Right Click >Enter. New column will appear to the left.

Step (e) COPYING A FORMULA: Place your cursor in the cell where the formula you want to copy exists. Move your cursor to the right and down to the corner of the cell until a small black cross appears (+). Click on the cross and drag to next cell. The formula will be copied to the next cell.

EXTRA: CHANGE THE THEME: Go to Page Layout > Themes (on left) . Choose Other Themes to see how the spreadsheet looks. Select one that you like better.

Step (f) CREATING AND IF/THEN STATEMENT:

Type this exactly as you see in cell B15:

Type this exactly as you see it in cell B16:

Cost of Pizza =SUM(B6:B13)

Menu Sales Price =IF(B14<=4,(B14*1.5),(B14*2))

Profit =B15-B14

Step (k) PRINTING FORMULAS: Click (Ctrl + ~) to display formulas