



Use IF Statements; Sort;
This assignment is
dedicated to those
individuals who are
stocking shelves at stores!

EXERCISE 25

Directions

- Go to www.office.com, log-in with your SUHSD e-mail and password - click on the Excel icon, and choose "new blank workbook"
- Enter the labels and values in the exact cell locations shown in Figure 25.1. - scroll down for the picture at the bottom of this page.
- Format the cells as shown in the figure.
- Set the title of the worksheet to serif, bold, 26-point, and color it violet; set the subtitle to serif, 18-point.
- Merge and center the title and subtitle across Columns A-I.
- Apply bold to the column headings and fill the cells with any color you want.
- Enter a formula in Cell I5 to calculate the On Hand Value (Cost*Quantity on Hand) of the beverages in stock.
- Copy the formula (fill handle) from Cell I5 to the range I6:I12.
- Use the AutoSum feature to find the Total On Hand Value of all the beverages in stock.
- Enter an IF statement formula in Cell G5 so that the word "REORDER" appears if the Quantity on Hand is less than the Reorder Point. Watch MC's video on how to write IF statements
- Copy the formula from Cell G5 to the range G6:G12.
- Enter an IF statement formula in Cell H5 that will compute the Quantity to Order if the Quantity on Hand is less than the Reorder Point. Watch MC's 2nd video on how to write IF statements
- Copy the formula from Cell H5 to the range H6:H12.



HOT TIPS

When constructing a formula, if you want text to appear in a cell, the text must appear within quotes in the formula. If you want a cell to remain empty (without text or numbers), do not type anything within the quotes. For example, to compute the IF statement in this exercise, which will enter the word REORDER if Quantity on Hand is less than the Reorder Point, the formula would appear as follows: =IF(Quantity on Hand is less than Reorder Point, "REORDER", ""). If you do not put the empty quotes at the end of the formula, a zero will appear in the cell if items do not need to be reordered.

Directions *continued*

14. Change the Quantity on Hand for the following items: Dive Spring Water: 28
 Pink Lemonade Zest: 20
 Taste It Diet Cola: 16
 Genny's Cola: 40
 Genny's Lemon-Lime Cola: 19
 Genny's Club Soda: 41
15. Sort the worksheet in ascending order by Vendor Name.
16. Name the worksheet tab BEVERAGES; color it as you want.
17. Name it **3.25inventory**.....click the "Share" button on the top right of the program and enter MC's email address. Imclean@suhsd.net
18. Close the file. If you do not "share" it with MC, you can save it to your computer and email it as an attachment to him.
19. GOOD JOB! If I can edit the textbook, you can make and learn these spreadsheets! We are all in this together!

Center across columns

ABC Food Stores <i> Serif, bold, (any) color 26-pt</i>							
Beverage Inventory <i> Serif, 18-pt</i>							
Item Number	Vendor Name	Description	Cost	Quantity on Hand	Reorder Point	Reorder?	Quantity to Order
B42433	LAKE	Dive Spring Water	1.29	38	30		
B42433	SEASON	Pink Lemonade Zest	2.19	24	8		
B42433	ADD	Taste It Diet Cola	0.99	22	20		
B83724	GEN	Genny's Cola	0.89	44	20		
B63721	GEN	Genny's Lemon-Lime Cola	0.89	25	20		
B63830	ADD	Oldtime Cherry Cola	0.99	38	14		
B72017	SEASON	Mixer Tonic Water	0.99	33	12		
B74626	GEN	Genny's Club Soda	0.89	45	20		
TOTAL							

Figure 25.1 "3.25inventory"