

The Shakes Merch Spreadsheet

The Shakes sell merch to their adoring fans at gigs and through their online store. Part of Fi's job is to make sure that there's enough stock in the store. She uses a spreadsheet to keep track of the merch in stock and calculate how much money the band have made.

1. **Open** the **shakes_merch** spreadsheet in **Excel**
2. Make sure you can read all the words. Make any columns wider if needed
3. Put **last** Monday's date in cell **B3**
4. **Change** the price of Badges to **1.5** (cell **C7**)
5. **Change** all the numbers in Column C to Currency format

- a) **highlight** all the cells with numbers in (cells **C6 to C11**)
- b) at the top, find the **General** drop down box
- c) change the drop down to **Currency**

The numbers should all change to be in pounds and pence

6. **Column B** shows the number of each item in stock at the beginning of the week.

Column D shows the number sold during the week.

Add a **formula** in cell **E6** to calculate how many T shirts are left at the end of the week.

Remember: a formula always starts with =

7. **Repeat** this formula all the way down **column E**
8. Add a **formula** in **column F** to calculate the income (the amount of money made by the band)
 - this will need to be the price of the item x the number sold
9. Now use a **function** to calculate the **total income** for the week from merch
 - use the Autosum button
10. **Save** your spreadsheet in a sensible place
11. **Format** the spreadsheet so that it is fit for purpose
12. Check that the spreadsheet prints properly
 - it will probably need to be turned landscape

