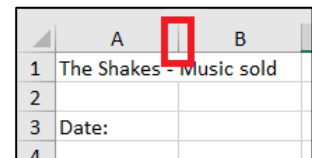


The Shakes Music Store Spreadsheet

The Shakes are probably the seventh best band in Norfolk. Their online store sells music to their fans. Fi, the band's manager, use a spreadsheet to keep track of what they sell each month.

1. **Open** the **shakes_music** spreadsheet in **Excel**
2. Make sure you can read all the words. Make any columns wider if you need to

- put your mouse **between** the **A** and **B** at the top of the sheet and wait until it turns into a **two-headed arrow**. **Click** and **drag** to make column A wider



	A	B
1	The Shakes - Music sold	
2		
3	Date:	
4		

3. **Change** the price of the We All Shake digital download to **4.5** (the price is in cell **C10**)
 - just click in the cell and type the new value
4. **Change** the number of **All Shake till Midnight Vinyl albums** sold to **68**
5. Add a **digital download** version of the **Shakes demo** to the list. This sells at **£3.50** and **21** were sold last month
 - add this in row 15

6. **Change** all the numbers in Column C to Currency format
 - a) **highlight** all the cells with numbers in (cells **C6 to C15**)
 - b) at the top, find the **General** drop down box
 - c) change the drop down to **Currency**

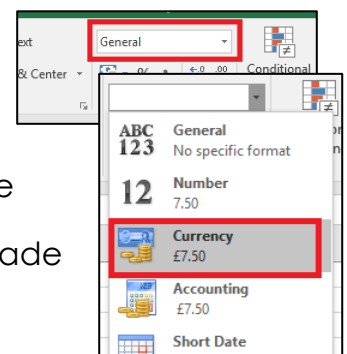
The numbers should all change to be in pounds and pence

7. Now you need to calculate how much money the shop made from each sandwich. You need to use a **formula** to do this

- a) **click** in cell **E6**
- b) type the formula: **=C6*D6**
- c) press **return** (the **enter** key)

This should calculate the money made from The Shakin' All Over CD Album

8. Do the same thing for **digital download** (cell **E7**)
9. **Repeat** this all the way down **column E**
 - there is a quick way to do this...



10. Now add up the total number of products sold using a **function**

a) click in cell **C16** and type the word **Total**

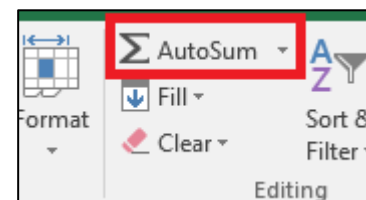
b) click in cell **D16** and type the function: **=SUM (D6 : D15)**

A function uses words. This is quicker to use than typing =D6+D7+D8...

11. Now add a **function** in cell **E16** to calculate the total income from sandwiches during the week

- you can use the Autosum button to do this quickly

You should end up with a spreadsheet that looks something like this:



	A	B	C	D	E
1	The Shakes - Music sold				
2					
3	Date:				
4					
5	Product	Type	Price	Number sold	Income
6	Shakin' All Over	CD Album	£7.50	175	£1,312.50
7	Shakin' All Over	Digital Download	£5.50	220	£1,210.00
8	Shakin' You, Shakin' Me	CD Single	£4.00	134	£536.00
9	Shakin' You, Shakin' Me	Digital Download	£3.25	423	£1,374.75
10	We All Shake	Digital Download	£4.50	74	£333.00
11	All Shake till Midnight	CD Album	£8.25	203	£1,674.75
12	All Shake till Midnight	Vinyl Album	£10.00	68	£680.00
13	All Shake till Midnight	Digital Download	£7.50	271	£2,032.50
14	Shakes demos	Cassette	£4.75	14	£66.50
15	Shakes demos	Digital Download	£3.50	21	£73.50
16				1603	£9,293.50
17					

12. Under your spreadsheet table add a new section that looks like this.

	MAX		
	MIN		
	AVERAGE		
	COUNT		

a) Use a **MAX** function to find out the highest value in cells **D6 to D15**

b) Use a **MIN** function to find out the lowest value in cells **D6 to D15**

c) Use an **AVERAGE** function to find out the **average price of a product**

d) Use the **COUNT** function to find out **how many products** are in the list

You'll find all these functions from the **Autosum** button

13. **Save** your spreadsheet in a sensible place

Now go on to the Formatting worksheet