

“Price” – Functions: SUM, MAX, MIN, AVERAGE, COUNT

1. Open the file ‘Price’
2. Find the discount price by multiplying the list price by 15%.
3. Find the sale price by subtracting the discount from the list price.
4. Find the sales tax by multiplying the sale price by 6.5%.
5. Find the total price by adding the sale price and sales tax.
6. Fill the columns down through the microwave oven.
7. Enter the SUM function to the “List Price” column and fill across.
8. Enter the AVERAGE function to find the average of the “List Price” and fill across.
9. Enter the COUNT function to find the total number in the “List Price” and fill across.
10. Enter the MAX function to find the total number in the “List Price” and fill across.
11. Enter the MIN function to find the total number in the “List Price” and fill across.
12. Format the worksheet as follows:
 - a. All value columns EXCEPT the “Total Price” column to number format with 2 decimals.
 - b. The “Total Price” column to currency with 2 decimals.
 - c. Format the COUNT row to general format.
 - d. Make the column headings 14 pt., bold and center them in the columns
 - e. Resize columns as necessary
 - f. Save as “Price”
 - g. Add footer with document name and your name
 - h. Print regular view & formula view

	A	B	C	D	E	F
1	PRODUCT	LIST PRICE	DISCOUNT	SALE PRICE	SALES TAX	TOTAL PRICE
2	OVEN	745				
3	REFRIGERATOR	1200				
4	WASHER	650				
5	DRYER	625				
6	MICROWAVE	225				
7						
8	TOTALS					
9	AVERAGE					
10	COUNT					
11	MAXIMUM					
12	MINIMUM					