*Before you start, please:*

1) Insert the CIS125 class USB Thumb drive

2) On the USB root folder/directory, create the *CIS125* folder (unless the folder already

exists)

3) Under *CIS125*, create ***Week4-Files*** folder (unless the folder already exists)

4) Use *USB-thumb-drive-letter:\CIS125*\***Week4-Files*** to store all week three files

5) Download *Week3-Assignment.docx* to ***Week4-Files*** folder

6) Open the *USB-thumb-drive-letter:\CIS125\Week4-Files\****Week4-Assignment.docx*** file,

answer all questions, save the changes to the file, and upload to Moodle.

Instructions (Total points: 10) Subtract one point for each missing step or error.

1. Start Excel and display a new blank workbook.
2. Save the workbook as Week4\_Lastname.
3. Click on the select all cells between column A and row 1.
4. Change font to Times New Roman and font size 12.
5. In cell A1 Type Country Road Farmers Market and press Enter.
6. In cell A2 Type Fruits and Vegetables Inventory
7. Highlight cell range A1:H1 and click Merge and Center
8. Change cell style to Title
9. Use Format Painter to Apply the same style to cell Fruits and Vegetables Inventory
10. Change cell style to Heading1
11. In cell A4 Type Items
12. In cell B4 Type Quantity.
13. In cell C4 Type Unit Price.
14. In cell D4 Type Total Price.
15. Under cell A4 enter the following items for each row: Carrots, Apples, Strawberries,Raspberries, Cherries, Kale, Onions, and Potatoes.

Type Percent of Total Retail Value and press Enter.

1. Under cell B4 enter the following quantities for each row: 19, 23, 20, 32, 15, 12, 10 and 9.
2. Under cell C4 enter the following unit prices for each row: $2.79, $1.50, $4, $5, $4.50, $2.50, $1.99, and $1.50.
3. Under cell D4, calculate the Total Price for each row: Quantity \*Unit Price
4. In cell A13 enter the text Total Cost.
5. In cell D13, calculate the total cost for all the items.
6. Double underline cell D13 and underline cell D12.
7. Save file and submit in Moodle.

Output:

