Assignment #7: BEST BUY

Activity Overview:

Best Buy ® is one of North America's specialty retailers of consumer electronics, personal computers, entertainment software, and appliances. They are a company that understands the importance of learning and innovation. From personal shopping assistants and Geek Squad to magnolia Home Theater, Test Drive, and Best Buy for Business, there's a lot going on at Best Buy®. They are committed to offering a broad selection of products at competitive prices. Online prices and selection generally match those in stores.

The following activity illustrates how spreadsheets can be used to compute the digital cameras sold by Best Buy ® and their discounted prices including sales tax.

Instructions:

1. **Open** BEST BUY from the Excel Student Files located on the Shared on Drive.

2. **Save** as BEST BUY Firstname Lastname to your Computer 8 folder.

3. Format the **width** of column A to 65.0.

4. **Bold** cell A1 and change the font size to 14 point.

5. **Bold** rows 6 and 7.

> NEW SKILL
6. **Insert** a new column **between** column A "DIGITAL CAMERAS" and column B "DISCOUNT"

> NEW SKILL
7. Select all of the content in column D "LIST PRICE" and **move** it into the new column B.

> NEW SKILL
8. **Delete** the blank column D.

> NEW SKILL
9. **Delete** row 20 containing the Hewlett-Packard – Photosmart 5.2MP since this item has been discontinued.

> NEW SKILL
10. **Insert** a new row **beneath** row 14 containing the Fuji – FinePix 4.1MP

11. In the new row **add** the following information

     Sony – Cyber-shot 7.2MP Digital Camera DSC-W7   349.99   17.50

12. Format the **width** of columns B – F to 10.0.

> NEW SKILL
13. Select cells B6 – F28 and **right** align.

14. Select rows 9 – 28 and change the **row height** to 18.0.

15. Compute the **formulas** for the first camera as follows:

     a. SALE PRICE = LIST PRICE **minus** the DISCOUNT

     b. SALES TAX = SALES PRICE **multiplied** by 6%

     c. FINAL PRICE = SALES PRICE **plus** SALES TAX

16. Use the AutoFill feature to **copy** the formulas down for the remaining cameras.

17. Format cells B9 – F28 as **numbers** displaying **2 decimal** places.

> NEW SKILL
18. Insert a **clipart** image depicting a digital camera into the spreadsheet. Place the clipart image in the blank area to the right of the BEST BUY address and size appropriately.

19. Change page setup settings as follows:

     a. **Scale** to fit to one page.

     b. Page orientation to **landscape**.

     c.   **Horizontally** and **Vertically center**.

     d.   Insert a Custom **Header**:

        Left section: Your Name

        Center section: BEST BUY

        Right section: Today's Date

     e.   Insert a Custom **Footer**:

        Center Section: PAGE number

NEW SKILL

20. **Print Preview** your spreadsheet to view your header and make sure it fits on one page.

21. **Save** and **Print** a copy of your spreadsheet.