OzGrid

Microsoft Excel Introduction

Class Activity 4 – Creating more Formulas

1.   Create the following Invoice in a new Excel workbook.

	A	B	C	D	E	F	G
1	Hawleys Brewery						
2					Invoice Number: XYZ		
3	Item	Price	GST (10%)	Price incl GST	Quantity	Total	
4	Vodka 700ml	$24.00			12		
5	Bourbon 700ml	$25.00			15		
6	Scotch 700ml	$23.50			17		
7	Gin 700ml	$26.00			13		
8	Baileys Irish Cream 350ml	$14.00			14		
9	Kahlua 350ml	$15.00			16		
10	Jack Daniels 700ml	$30.00			20		
11	Malibu 350ml	$12.50			20		
12					SubTotal		
13							
14					Discount 10%		
15							
16					TOTAL		
17							
18							

2.   Merge and Centre the Heading.

3.   Use a formula to work out the GST per bottle (column D)

4.   Work out the Price including GST (column E)

5.   Work out the Total in column G

6.   Work out the SubTotal of the invoice

7.   Work out the 10% discount.

8.   Work out the Total of the invoice (G20).