**Intermediate Spreadsheet Concepts**

# Directions:

Create a spreadsheet and format it to look like the sample below.

# Steps:

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers as a currency.
3. Format all text as displayed in the sample below.
4. Create formulas to display a subtotal for each receipt.
5. Create formulas to display a sales tax for each receipt.
6. Create formulas to display a receipt total for each receipt.
7. Create formulas to display a sales tax for each receipt.
8. Create formulas to display the project total

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kitchen Sink Replacement Piping Costs** | | | | | |
| **Date** | **Vendor** | **Item** | **Quantity** | **Unit Cost** | **Extension** |
| 5/23/2014 | Home Depot | 1-1/2" 90˚ deg. fitting | 1 | $0.83 |  |
|  | " " | 1-1/2" female adapter | 3 | $1.18 |  |
|  | " " | 1-1/2" Tee | 2 | $1.27 |  |
|  | " " | 1-1/2" cleanout plug | 1 | $0.78 |  |
|  | " " | 1-1/2" pipe 10' | 1 | $5.79 |  |
|  | " " | 1-1/2" cleanout adapter | 1 | $1.40 |  |
| **Subtotal** | | | | |  |
|  |  |  | **6.25%** | **Sales Tax** |  |
| **Receipt total** | | | | |  |
|  | | | | |  |
| 5/23/2014 | Home Depot | 1-1/2" flex coupling | 2 | $3.80 |  |
|  | " " | 1-1/2" 90˚ elbow | 1 | $0.83 |  |
|  | " " | PVC cement 8 oz. can | 1 | $4.87 |  |
|  | " " | 4" flex coupling | 1 | $7.28 |  |
| **Subtotal** | | | | |  |
|  |  |  | **6.25%** | **Sales Tax** |  |
| **Receipt total** | | | | |  |
|  | | | | |  |
| **Project Total** | | | | |  |

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