

# RHP Computer Applications Class

11-1 Cell Referencing & Formatting

Name \_\_\_\_\_



In this assignment, we will summarize all the information input over the last few days and format all the cells to look good.

First, open up your **1-2 Sales Report** workbook. In the Sales worksheet, format Column A and Row 1 (where the years and months are) by selecting each, right clicking on the mouse and choosing format cells. Under the Patterns tab, choose a light fill color and apply it to these cells. Next, do the same for row 21 and column N (the Total row and column). Pick a different color for these cells. (NOTE: If you want to pick a dark color, it's OK, but make sure to change the font color (under the Font tab) to white).

Next, format the Min, Max and Avg rows, each with their own color.

Finally, select all the cells with numbers in them (B2:N24), and once again select Format cells. Under the Number tab (at left), make sure Number is selected under category, decimal places is set to 0, and the *Use 1000 Separator (,)* box is checked, and click on OK.

Do the same formatting to the Expenses worksheet. (Make sure to save your changes frequently!)

Now click on the Summary tab to activate the Summary worksheet. Go to cell B2. In this cell, we want to show the amount of profit that was made during that month. The amount of profit is equal to the amount of sales minus the expenses. Enter the formula **=sales!b2-expenses!b2** and hit ENTER. The equals sign tells the program you are entering the formula. Sales!b2 tells the program to look in the Sales worksheet at cell b2 (the exclamation point is there to separate the worksheet name from the cell reference). The minus sign tells the program to take the contents of cell b2 in the expenses worksheet and subtract it from cell b2 in the sales worksheet.

Now that you have entered that formula, you can copy the formula to all the other cells in your worksheet through M20.

Add a totals column on column N and Row 21, and add Min, Max and Avg rows just like in your other worksheets. Format your cells just like you did above. Save your work. Email me your file at [rhp@denovodental.com](mailto:rhp@denovodental.com). The subject is **Compapp 11-1 lastname**.

