

Title: Creating a Grocery List and Calculating Total Cost

Description: This exercise will guide students in creating a grocery list in MS Excel, entering items with quantity, unit, and price, and calculating the total cost using formulas.

Purpose: To help students learn how to use Excel for everyday tasks like managing a grocery list. This activity introduces them to basic data entry, simple arithmetic operations, and the use of formulas such as multiplication and addition.

Steps:

1. Open Excel:

- Turn on the computer, open MS Excel, and start with a blank worksheet.

2. Create a Header for the Invoice:

- In cell A1, type "**Invoice Number:**" and enter the invoice number in cell B1.
- In cell A2, type "**Date:**" and enter the date in cell B2.
- In cell A3, type "**Customer Name:**" and enter the customer's name in cell B3.
- In cell A4, type "**Phone Number:**" and enter the phone number in cell B4.
- In cell A5, type "**Payment Mode:**" and enter the payment mode in cell B5.

3. Create a Table for the Grocery List:

- In cell A7, type "**Item**".
- In cell B7, type "**Quantity**".
- In cell C7, type "**Unit**" (e.g., Kg, pc, dozen).

- In cell D7, type "**Price per Unit**".
- In cell E7, type "**Total Cost**".

4. Enter Grocery Items:

- In column A (starting from cell A8 to A11), enter the names of the grocery items (e.g., "Sugar," "Bread," "Milk," etc.).
- In column B (starting from cell B8 to B11), enter the corresponding quantities for each item (e.g., 2, 1, 3, etc.).
- In column C (starting from cell C8 to C11), enter the unit for each item (e.g., Kg, pc, dozen).
- In column D (starting from cell D8 to D11), enter the price per unit for each item (e.g., 30, 40, 20, etc.).

5. Calculate Total Cost for Each Item:

- In cell E8, enter the formula to calculate the total cost for the first item:

=B8*D8

- Press **Enter**.
- Drag the fill handle (small square at the bottom right corner of the cell) down to fill the formula for the rest of the items in column E.

6. Calculate the Grand Total:

- In cell A12 (or the cell below your last item), type "**Grand Total**".
- Select cells A12 to D12 and click on the **Merge & Center** option.
- In cell F12, enter the formula to sum up the total costs: **=SUM(E8:E11)**
- Press **Enter**.

7. Format the Main Header (Invoice Number, Date, etc.):

- Select cells A1 to B5 (where you've entered the invoice details etc).
- Highlight these cells and click the **Bold** button or press **Ctrl + B**.
- Right-click the selected cells, choose **Format Cells > Alignment**, and set the text alignment to **Left** in column A and **Center** in column B.
- Select cells A6 to E6 and click on the **Merge & Center** option.

8. Format the Grocery List Header:

- Select the header row (A7 to E7) that includes **Item etc.**
- Click the **Bold** button or press **Ctrl + B** to make the header stand out.
- Center the text in the header cells (A7 to E7) by clicking the **Center** button in the toolbar.
- Optionally, increase the font size of this header for better visibility.

9. Apply Borders to the Entire Table:

- Select the entire table, including the grocery items and totals (A1 to E12).
- Right-click and choose **Format Cells > Border**. Apply **All Borders** to create a neatly structured table.
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10. Adjust Cell Sizes Based on Content:

- Resize the columns so that the data in each cell fits comfortably. For example, increase the width of the **Item** column to accommodate longer text entries.

11. Format the Total Row:

- Select the row where you calculate the Grand Total (E12).

- **Bold the Text** and **Center Align** it for emphasis, ensuring it's clearly visible.

12. Write & Format the Store Name Cells:

- Select cells C1 to E5 and click on the **Merge & Center** option.
- Add your store name in it.
- **Bold the Text** and **Center Align** it for emphasis, ensuring it's clearly visible.
- Optionally, Increase the **font size**.
- Optionally, if the text exceeds the cell size, click the **Wrap Text** option to display it within the cell.

13. Optional: Customize Font, Size, and Background Color:

- To enhance the table's appearance, you can change the font style and size to improve readability. Additionally, you may apply a light background color to the header or any part of the table for better visibility and emphasis.

14. Save Your Work: Save your file as "Grocery List.xlsx"

If you have followed the steps correctly, your table will look something like

	A	B	C	D	E
1	Invoice Number:	1935	Bharat Departmental Store		
2	Date:	09-10-2024			
3	Customer Name:	Rahul Hinduja			
4	Phone Number:	999111			
5	Payment Mode:	Cash			
6					
7	Item	Quantity	Unit	Price per Unit	Total Cost
8	Sugar	8	KG	40	320
9	Bread	3	PC	20	60
10	Millk	3	L	60	180
11	Biscuit	25	PC	10	250
12	Grand Total				810