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Format, Column, Width, 13

Note: All areas in Gray are a result of formulas that use Cell Reference

Format, Cells, Alignment, Horizontal, Center

Profit (Loss) Statement

By your name

Month	Income	Expenses	Profit (Loss)
January	75,000	72,000	=B8 - C8
February	80,000	65,000	=b9 - c9
March	55,000	60,000	(\$5,000)
April	9,900	10,500	(\$600)
May	36,000	28,500	\$7,500
June	73,000	9,900	\$63,100
TOTALS	?	?	?

Format, Cells, Font, Color, Light Blue, Bold, 12

Format, Cells, Font, Bold-Italic, Underline

Format, Cells, Patterns, Light Gray

Format, Cells, Borders, Double Line, Bottom

Format, Cells, Number, Number, Decimal Places 0, Use 1000 Separator (,) (Comma)

Inventory

By Your Name

Type in A18, Format, Cells, Alignment, Horizontal Center Across Selection (A18-D18)

Item	Number in Stock	Number Sold	Number Remaining
DVD Player	300	225	=B22 - C22
VCR	250	125	125
Diskman	1,990	339	1,651
Television	1,250	788	462
TOTALS	?	?	?

Format, Cells, Alignment, Wrap Text, Horizontal, Center

Format, Cells, Borders, Thick Line, Bottom

Format, Cells, Numbers, Numbers, Use 1000's separator (Commas)

Number in Stock vs Number Sold

To get chart, select A21:C25, the area inside the dotted outline, then, click on **Insert, Chart** Column, Next, Column, Next, type in titles, Next, Finish. Click and drag middle of chart to move, handle buttons on edge of chart to resize.

Income

by Your Name

Item	Number Sold	Price Sold For	Income
DVD Player	225	\$337.50	=B33 * C33
VCR	125	\$224.70	\$28,087.50
Diskman		\$198.99	\$0.00
Television	788	\$1,205.50	\$949,934.00
TOTAL (SUM)			=SUM(D33:D36)

Format, Cells, Numbers, Currency, 2 decimal places

File, Save As, Save In: 3.5 Floppy (A:) File Name: Formulas Save Button

Format, Cells, Alignment, Horizontal, Right

Insert, Function, Math & Trig, Sum, Number 1:D33:D36

Do the **Headers** and **Footers** as you did in the last assignment.

File, Print Preview (check work), Close Button when done looking.

File, Print, OK