

Invoice In-Class Exercise for Introduction to Excel

Smiths Supplies

	Quantity	Cost	Total Cost
Desks	5	\$ 200.00	\$ 1,000.00
Chairs	2	\$ 300.00	\$ 600.00
Pens	500	\$ 1.00	\$ 500.00
Lamps	10	\$ 50.00	\$ 500.00
Sofas	6	\$ 300.00	\$ 1,800.00
		Sub-Total	\$ 4,400.00
		Sales Tax	\$ 308.00
Sales Tax Rate	7%		
		Total Sale	\$4,708.00

	A	B	C	D
1	Smiths Supplies			
2		Quantity	Cost	Total Cost
3	Desks	5	200	=B3*C3
4	Chairs	2	300	=B4*C4
5	Pens	500	1	=B5*C5
6	Lamps	10	50	=B6*C6
7	Sofas	6	300	=B7*C7
8			Sub-Total	=SUM(D3:D7)
9			Sales Tax	=D8*B10
10	Sales Tax Rate	0.07		
11			Total Sale	=D8+D9
12				

