Project 1-4: Editing and Extending a Workbook

In this exercise, you will add formulas to the previously created workbook.

1. Click the File tab. A list of recent locations and documents will appear. Under Recent Workbooks, select Sale_Items_1.

2. Select cell D2. In the Formula bar, type =product(but do not press Return.

3. Click and drag from B2 to C2 to select those cells. The Formula bar now reads =product(B2:C2.

4. Press Return. Cell D3 is selected, and D2 displays the number 10.

5. Click cell D2 and drag its AutoFill handle down to D5. The column fills with numbers representing total sales cost: 2, 6, and 20.

6. Click cell B4 and type 5, then press Return. The values in B4 and D4 will update.

7. Choose Save As and name the file Sales_Items_2. Close the file.

8. Leave Excel open for the next exercise.