

# Assignment #8: BEST BUY

## New Skills Reinforced:

In this activity, you will practice how to:

1. format a row's height.
2. insert and delete rows and columns.
3. insert a clipart image in a spreadsheet.
4. insert a page footer.

## Activity Overview:

Best Buy® is one of North America's specialty retailers of consumer electronics, personal computers, entertainment software, and appliances. They are a company that understands the importance of learning and innovation. From personal shopping assistants and Geek Squad to magnolia Home Theater, Test Drive, and Best Buy for Business, there's a lot going on at Best Buy®. They are committed to offering a broad selection of products at competitive prices. Online prices and selection generally match those in stores.

The following activity illustrates how spreadsheets can be used to compute the digital cameras sold by Best Buy® and their discounted prices including sales tax.

## Instructions:

1. **Open** BEST BUY SPREADSHEET on the webpage.
2. **Save** as Excel Assignment #7 to your drive
3. Format the **width** of column A to 65.0.
4. **Bold** cell A1 and change the font size to 14 point.
5. **Bold** rows 6 and 7.
6. **Insert** a new column **between** column A "DIGITAL CAMERAS" and column B "DISCOUNT"
7. Select all of the content in column D "LIST PRICE" and **move** it into the new column B.
8. **Delete** the blank column D.
9. **Delete** row 20 containing the Hewlett-Packard – Photosmart 5.2MP since this item has been discontinued.
10. **Insert** a new row **beneath** row 14 containing the Fuji – FinePix 4.1MP
11. In the new row **add** the following information  

Sony – Cyber-shot 7.2MP Digital Camera DSC-W7	349.99	17.50
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12. Format the **width** of columns B – F to 10.0.
13. Select cells B6 – F28 and **right align**.
14. Select rows 9 – 28 and change the **row height** to 18.0.
15. Compute the **formulas** for the first camera as follows:
  - a. SALE PRICE = LIST PRICE **minus** the DISCOUNT
  - b. SALES TAX = SALES PRICE **multiplied** by 6%
  - c. FINAL PRICE = SALES PRICE **plus** SALES TAX
16. Use the AutoFill feature to **copy** the formulas down for the remaining cameras.
17. Format cells B9 – F28 as **numbers** displaying **2 decimal** places.
18. Insert a **clipart** image depicting a digital camera into the spreadsheet. Place the clipart image in the blank area to the right of the BEST BUY address and size appropriately.
19. Change page setup settings as follows:
  - a. **Scale** to fit to one page.
  - b. Page orientation to **landscape**.

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- c. **Horizontally** and **Vertically center**.
  - d. Insert a Custom **Header**:  
Left section: Date  
Center section: Your Name  
Right section: Hour
  - e. Insert a Custom **Footer**:  
Center Section: PAGE number
20. **Print Preview** your spreadsheet to view your header and make sure it fits on one page.
  21. **Save** and **Print** a copy of your spreadsheet.