

	A	B	C	D	E	F	G	H
1	FOOTBALL GAMES CONCESSION STAND							
2	PREPARED BY: YOUR NAME HERE							
3								
4	ITEM	WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL	AVERAGE	PROFITS
5	CANDY	35.00	45.50	42.50	49.00	?	?	?
6	CHEESEBURGER	135.00	189.00	229.50	189.00	?	?	?
7	FRENCH FRY	162.50	130.00	123.50	104.00	?	?	?
8	FUDGE BAR	40.00	32.00	60.00	48.00	?	?	?
9	HAMBURGER	250.00	175.00	200.00	225.00	?	?	?
10	HOT DOG	187.50	225.00	210.00	247.50	?	?	?
11	ICE CREAM	89.00	115.70	71.20	62.30	?	?	?
12	ICE TEA	45.00	63.00	85.50	90.00	?	?	?
13	LEMONADE	58.50	72.00	58.50	45.00	?	?	?
14	POTATO CHIPS	105.00	110.00	115.00	100.00	?	?	?
15	SODA	177.00	112.10	135.70	177.00	?	?	?
16	TOTALS	?	?	?	?	?	?	?
17								
18								
19	HIGHEST PROFIT	?	?	?	?	?	?	?
20	LOWEST PROFIT	?	?	?	?	?	?	?

1. Start a new spreadsheet file, save as "football stand"
2. Enter the information, headings, and numbers (some of the decimals won't show after you type them, it's ok and they will show after you format the cells later)
3. In "f5" --- enter the "sum" function to find the total sales for weeks 1-4
4. In "g5"-- enter the "average" function to find the average of weeks 1-4 (don't include the "total" cell in the formula)
5. In "h5" -- enter a math formula to find 15% profit ( $=.15*f5$ )
6. In "b16" -- enter the "sum" function to find the total of b5:b15
7. In "b19", enter the "max" function to find the highest
8. In "b20", enter the "min" function to find the lowest
9. Format all answers for currency with 2 decimals (format menu, choose cells, choose currency)
10. Use "autoformat" - select the block of cells a4 to h16, then go to the format menu, choose "autoformat" then choose "classic 1"
11. Spell check
12. Page set-up:  
Landscape,  
Fit to 1 page,  
Center: horizontal, vertical
13. Print the spreadsheet, Print again with the formulas (Tools Menu, Options)