

Activity 06 - Performing Calculations in a Table

Before You Begin

My Inventory.docx is open.

Scenario

You are reviewing the table your associate created to calculate the retail price of items. You notice that the items in the **Appliances** category do not contain the retail prices. You want to update the table without bothering your associate, so you examine the existing formulas so that you can enter the new formulas where needed.

1. Examine the formulas already in the table.
 - a. In the table, observe the retail price of the Maple kitchen cabinets.

Cabinets	Maple kitchen	\$229.99	\$252.99	8
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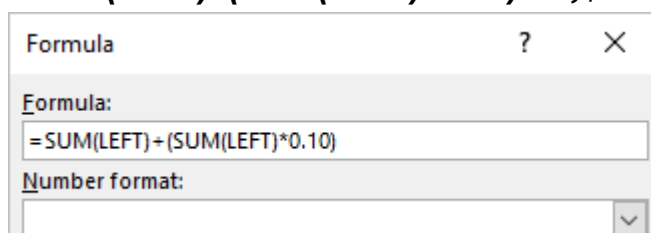
- b. Press **Alt + F9** to display the field codes.

Cabinets	Maple kitchen	\$229.99	{ =SUM(LEFT)+(sum(left)*0.10)}	8
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The field codes display the Retail price formula that increases the wholesale price of the item by 10 percent.

- c. Press **Alt + F9** again to toggle the field code display off.
2. Add a formula to the **Retail Price** cells for the **Dishwasher** item in the **Appliances** category.

- a. In the **Dishwasher** row, select the cell in the **Retail Price** column.
 - b. On the **Layout** contextual tab, select **Formula**.
 - c. In the **Formula** text box, modify the text so that it reads **=SUM(LEFT)+(SUM(LEFT)*0.10)\# "\$##0.00"**



- d. Formulas in Word are not case sensitive.
 - e. Select **OK** to insert the formula.

Item Name	Wholesale Price	Retail Price	Quantity on Hand
Dishwasher	\$99.95	\$109.95	4

Word calculates the formula and displays the result in the cell.

- f. Press **Alt+F9** to display the formula.

Item Name	Wholesale Price	Retail Price	Quantity on Hand
Dishwasher	\$99.95	{ =SUM(LEFT)+(SUM(LEFT)*0. 10) }	4

3. Copy the formula for calculating the retail cost of the dishwasher to the other appliance items.
- Select the formula in the **Retail Price** cell for the **Dishwasher** item.
 - Press **Ctrl + C** to copy the formula.
 - Select the **Retail Price** cells for the remaining items in the **Appliances** category for which the retail price has not been calculated.
 - Press **Ctrl + V** to paste the formula to all the **Appliances** items.
 - Press **Alt+F9** to display the calculated values for the formulas.
 - Notice that all **Appliances** items are displaying the same retail price as the dishwasher. By default, Word does not calculate the new values for each cell. You will need to have Word recalculate the results.
4. Recalculate the formula results for the appliances.
- Select all the values for the retail prices of the appliances.
 - Press **F9** to force Word to recalculate the formulas. You now see the correct retail price for each of the appliances.

HouSalvage Greene City Inventory				
Category	Item Name	Wholesale Price	Retail Price	Quantity on Hand
Appliances	Dishwasher	\$99.95	\$109.95	4
	Electric cooktop	\$125.99	\$138.59	2
	Electric front-loading washer	\$119.99	\$131.99	6
	Electric top-loading washer	\$69.99	\$76.99	3
	Electric water heater (50 gallons)	\$139.99	\$153.99	2
	Gas cooktop	\$149.99	\$164.99	7
	Gas water heater (50 gallons)	\$159.99	\$175.99	7
	Refrigerator side by side—25.4 cubic feet	\$499.99	\$549.99	3

5. Save and close the **My Inventory** file.
- Save your changes to the **My Inventory** file.
 - Select **File → Close** to close the file and leave Word open.