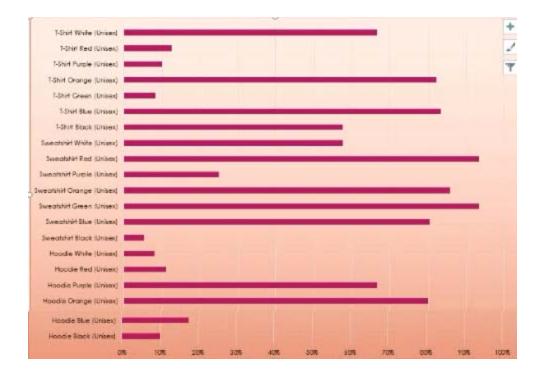
# **Latest Version: 6.0**

Topic 1, Clothing Orders Case Study

Exhibit.

|     |   | Arsde    |              |                 |
|-----|---|----------|--------------|-----------------|
|     | Reference Number<br>Customer Name<br>Customer Email<br>Customer Telephone |          |              |                 |
| SKU | Product Name  |          |              | Line Total      |
| TGU | T-Shirt Green (Unisex)  | Quantity | Unit Price   | \$<br>240.00    |
| HGU | Hoodie Green (Unisex)   | 10       | \$           | \$<br>2,400.00  |
| TWU | T-Shirt White (Unisex)  | 100      | \$<br>24.00  | \$<br>9,000.00  |
|     |   | 30       | \$<br>300.00 |                 |
|     |   |          |              | \$<br>11,640.00 |
|     |   |          | Subtotal     | \$<br>931.20    |
|     |   |          | Tax          | \$<br>12,571.20 |
|     |   |          | Total        |                 |

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|------|---|--------------|-------------------|--------------|-----------------|---------------------|--------------------|---------|-------|-----------|-------|-----|------------------|---|---|---|---|
| SKU  | - Froduct Name  | Product Type | Color             | - In Stock - | Max Inventory - | Inventory Level % - | Inventory Notice - | Unit Co | - tec | Unit Pric | - 0   | Tax | - Price with Tax | + |   |   |   |
| HBKU | Hoodie Black (Unises)   | Hoodie       | Black.            | 20           | 200             | 105                 | 1                  | \$      | 15.00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HBU  | Hoodle Blue (Unisex)  | Hoodle       | Elue              | -43          | 240             | 185                 |                    | \$      | 15:00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HGU  | Hoodle Green (United)   | Hoodie       | Green             | 24           | 150             | 165                 |                    | \$      | 15.00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HOU  | Hoodle Orange (Unisex)  | Hoodle       | Orange            | 120          |                 |                     |                    | \$      | 15.00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HPU  | Hoodle Purple (Unisex)  | Hoodle       | Purple            | 80           | 120             | 679                 |                    | \$      | 15.00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HRU  | Hoodle Red (Unisex)   | Hoodie       | Red               | 20           | 180             | 115                 |                    | \$      | 15.00 | 5         | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| HWU  | Hoodie White (Unisex)   | Hoodie       | White             | 24           | 300             | 85                  |                    | \$      | 15.00 | \$        | 30.00 |     | \$ 30.0          | 0 |   |   |   |
| SBKU | Sweatshirt Black (Unisex)   | Sweatshirt   | Block             | 21           |                 | 57                  |                    | \$      | 12.00 | \$        | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| SBLU | Sweatshirt Blue (Unisex)  | Sweatshirt   | Blue              | 20           | 250             | 809                 |                    | \$      | 12.00 | \$        | 24,00 |     | \$ 24.0          | 0 |   |   |   |
| SGU  | Sweatshirt Green (Unisex)   | Sweatshirt   | Green             | 140          | 150             | 931                 |                    | \$      | 12.00 | \$        | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| SOU  | Sweatshirt Orange (Unisex)  | Sweatshirt   | Orange            | 120          | 140             | 865                 |                    | \$      | 12.00 | \$        | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| SPU  | Sweatshirt Purple (Unises)  | Sweatshirt   | Purple            | 2            | 90              | 259                 |                    | \$      | 12.00 | 5         | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| SRU  | Sweatshirt Red (Unises)   | Sweatshirt   | Red               | 140          | 150             | 935                 | -                  | \$      | 12.00 | 5         | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| SWU  | Sweatshirt White (Unisex)   | Sweatshirt   | White             | 230          | 400             | 585                 |                    | \$      | 12.00 | 5         | 24.00 |     | \$ 24.0          | 0 |   |   |   |
| TBKU | T-Shirt Black (Unites)  | T-Shirt      | Block             | 144          | 250             | 587                 |                    | \$      | 4.35  | \$        | 8.70  |     | \$ 8.7           | σ |   |   |   |
| TBLU | T-Shirt Blue (Unisex)   | T-Shirt      | Blue              | 250          | 300             | 835                 |                    | \$      | 4.35  | \$        | 8.70  |     | \$ 8.7           | 0 |   |   |   |
| IGU  | 1-Shirt Green (Unisex)  | 1-shirt      | Grean             | 24           | 290             | 85                  | 5                  | \$      | 4.35  | \$        | 8,70  |     | \$ 8.3           | 0 |   |   |   |
| TOU  | T-Shirt Orange (Unisex)   | T-Shirt      | Orange            | 115          |                 |                     | 5                  | \$      | 4.35  | \$        | 8.70  |     | \$ 8.7           | 0 |   |   |   |
| IPU  | 1-Shirt Purple (Unises)   | T-Shirf      | Purple            | 25           | 250             | 105                 |                    | \$      | 4.35  | 5         | 8.70  |     | \$ 8,1           | 0 |   |   |   |
| TRU  | T-Shirt Red (Unites)  | T-Shirt      | Red               | -50          | 400             | 137                 | 8                  | \$      | 4.35  | 5         | 8,70  |     | \$ 8.7           | 0 |   |   |   |
| nvu  | I-Shirt White (Unised)  | I-Shirt      | White             | 300          | 450             | 679                 |                    | \$      | 4.35  | 5         | 8,70  |     | \$ 8.3           | 0 |   |   |   |
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#### **Question: 1**

You are updating the sales spreadsheet for an online clothing store.

On the "Quote" worksheet move the cells E8:F32 up to correct the alignment by deleting cells E7:F7.

## Answer: Check the Solution below.

Explanation: Select and press delete on the home tab.

#### **Question: 2**

On the "Prices" worksheet, apply the Title style to cell A1.

## Answer: Check the Solution below.

Explanation: Home Tab/ Styles group/ cell styles

#### **Question: 3**

On the "Orders" worksheet, filter the table data to display only the orders from "Alpine SKI House."

## Answer: Check the Solution below.

Explanation:

On the data tab, click filter. Display only alpine.

#### **Question: 4**

On the "Prices" worksheet, in the "Tax column, enter a formula that multiples the value in the "Unit Price" column by cell L2.

### Answer: Check the Solution below.

Explanation: =\_\*\_

## Question: 5

On the "Prices" worksheet, in the "inventory Notice" column, use a function to display "Low" if the "inventory Level % is below 15%. Otherwise, leave the "Inventory Notice" blank.

## Answer: Check the Solution below.

Explanation:

=IF(inventory level<15%), "low", ""). Select and drag to apply to other rows