Scenario: Many students will hold jobs in a retail environment including the role of a cashier. One of the tasks of a cashier is calculate the value of cash in their register drawer at the beginning and ending of their shift. The task below will show you one way this can be done using Excel software. You will be entering labels, values and formulas; formatting labels and values; and inserting footers in this exercise.

PART A: Create Count Sheet with Formulas and Formatting

1. Open the Cash Count Sheet. Save the file as **CASH\_YI** in your EXCEL folder on your H: drive.
2. Add a footer to your file (using Insert, Header and Footer, Go to Footer)
   1. Type your name (first and last) in the left box
   2. Insert the date (using the Current Date button) in the centre box
   3. Insert BOTH the file name and sheet name (using the file name and sheet name buttons) in the right box.

Note: for b and c, the buttons are located in the Header and Footer Elements block

1. In **cell** B3 enter today’s date using numbers (e.g. March 4, 2016 would be entered as 03/04/2016). Format the date using ***dd-mmm-yy*** formatting (use the dialog box launcher to locate Number, Date, ***14-Mar-12*** example format). Centre the date in the cell.
2. In cell B4 type your name (first and last). Centre your name in the cell.

You will notice that there are no vertical borders between cells B3 and C3, C3 and D3 AND cells B4 and C4 and C4 and D4. This is because

DOLLAR BILLS:

1. In cell D7 enter a formula that will multiply the bill value in column A by the quantity in column C (=A7\*C7).
2. In cells D8, D9, D10 and D11: Repeat step 5 [be sure to adjust your formula to reflect the cells from the row you are entering the formula for (e.g. in row 8 use A8 and C8; in row 9 use A9 and C9, etc.)]
3. In cell D12, insert a formula that will add together the values in the **range** D7:D11 (=D7+D8+D9+D10+D11)

ROLLED COINS:

1. In cell D15 to D19, insert a formula that multiplies the roll value (column B) by the quantity (column C). (see steps 5 and 6 above). Enter the formula for each cell separately.
2. In cell D20, follow the same instructions as step 7 above [total the values in the range D15:D19].

LOOSE COINS:

1. In cell D23 to D27, insert a formula that multiplies the coin value (column A) by the quantity (column C). (see steps 5 and 6 above). Enter the formula for each cell separately.
2. In cell D28, follow the same instructions as step 7 above [total the values in the range D23:D27].

TOTAL CASH:

1. In cell D30 enter a formula that will calculate the total cash (=D12+D20+D28).

Formatting:

1. For all cells in columns A, B and D that contain dollar values, format the cells using the **Accounting** format (**$**), 2 decimal places. (use the $ button on the Number block)
2. For all cells in column C that will contain numeric values, format the cells using the **Number** format**,** 0 decimal places. (use the **dialog box launcher** in the Number block).
3. Format the values in D12, D20 and D28 using Aharoni font, bold, size 14.
4. Format the value in D30 using Aharoni font, bold, size 16.

Resave your file.

PART B: Using the Cash Count Sheet

You will now use the Cash Count Sheet to calculate the total cash in the cash register for various scenarios.

You will need to create four (4) extra copies of your original worksheet in your spreadsheet file. To create a copy of your worksheet (sheet1), follow these steps:

1. Right click on the sheet1 tab at the bottom of your screen
2. Select **Move Or Copy**
3. Click on the **Create a copy** option (in the bottom left corner of the pop up menu)
4. Click on **OK**

Note: each sheet will have a unique name (e.g. sheet1 (2), sheet1 (3)).

You are to rename the five (5) worksheets with the days of the week (Monday, Tuesday, Wednesday, Thursday and Friday). To rename a worksheet, follow these steps:

1. Right click on the sheet1 tab at the bottom of your screen
2. Select **Rename**
3. Click on the sheet tab and type in the new name for each sheet
4. Click Enter

Note: you need to rename each worksheet one at a time

Enter the following data for each of the worksheets:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
| Bills | | | | | |
| 100 | 0 | 0 | 0 | 1 | 0 |
| 50 | 3 | 2 | 4 | 6 | 1 |
| 20 | 8 | 16 | 18 | 21 | 16 |
| 10 | 14 | 21 | 27 | 5 | 23 |
| 5 | 21 | 19 | 33 | 18 | 9 |
| Rolled Coins | | | | | |
| 2 | 0 | 1 | 0 | 0 | 0 |
| 1 | 0 | 1 | 2 | 3 | 1 |
| 0.25 | 4 | 0 | 3 | 2 | 3 |
| .10 | 3 | 0 | 1 | 2 | 1 |
| .05 | 2 | 1 | 0 | 1 | 1 |
| Loose Coins | | | | | |
| 2 | 15 | 18 | 12 | 21 | 15 |
| 1 | 6 | 21 | 15 | 19 | 7 |
| 0.25 | 14 | 33 | 29 | 8 | 33 |
| .10 | 18 | 21 | 25 | 17 | 4 |
| .05 | 21 | 24 | 31 | 27 | 18 |

Resave your file as Cash2\_yi in your Excel folder.

Show your completed file to your teacher and await printing instructions.