

Practical Practice

Subject: Computers (Grade 7)

Q. A bakery sells 4 items, bread, cake, cupcake and Patties. The price of each item is as follows

Bread (PKR 200)

Cake (PKR 2000)

Cupcake (PKR 250)

Patties (PKR 200)

At the start of the day, there were 4 breads and 1 cake available in the bakery. The supplier then dropped off 10 cakes, 24 cupcakes, 30 breads and 42 patties. By the end of the day, the following quantity of each item was sold:

Bread 32

Cakes 8

Cupcake 24

Patties 40

* Create a table with relevant headings of the data provided.
* Create a column for closing stock and calculate closing stock
* Create a column for sales and calculate the sales of each item.
* Insert a new column for key field and insert values.
* Calculate the total sales made on this particular day.
* Calculate the maximum and minimum sales of this day.
* Sort the data according to stock in, in descending order.
* Filter the data to show the closing stock that is less than 10.

**Important terms**

Opening stock: stock present at the start of the day

Stock in: Stock provided by the supplier

Stock out: Stock that was sold throughout the day

Closing Stock: Stock that is left over on the day

Closing stock= opening stock + stock in – stock out

Sales/profit = price/cost \* stock out

currency -> home tab ->click accounting number format-> select required currency

insert new column/row -> right click on column/row address-> click on insert

increase column width-> move cursor to the edge of the column address till you get a black double headed arrow drag the arrow to increase the width.

Sort data-> select the table except values like total or average-> click on data tab-> click on sort button-> select the column and order according to the question.

Filter data-> Select the table-> click on data-> click on filter-> buttons should appear on the column names-> click on the relevant button-> click on number filters-> select required value-> enter required value

Inserting chart-> select the table except values like total or average-> click on insert tab-> click on any chart from the recommended chart options.

Column address



Row address

