

You need to modify a spreadsheet. Here are the steps.

1. Download the spreadsheet named "sales" from the website
2. Add the following into the names and cost columns
The entries into A3 and B3 are already added

A3	Judy	B3	\$28.13
A4	Glen	B4	\$35.25
A5	Doug	B5	\$96.74
A6	Amos	B6	\$35.20
A7	Hattie	B7	\$82.48
A8	Ellen	B8	\$15.40
A9	Betty	B9	\$17.95
A10	Ivan	B10	\$31.20
A11	Frank	B11	\$93.87
A12	Carol	A12	\$63.78

Watch as you enter the data. You will see the total at the bottom changing as you add the numbers. That's because a formula was already entered in B16. The spreadsheet does the addition for you.

3. In cell D3, type the following formula and hit enter:
 $= B3 * C3$
4. Copy D3 (control-c) and paste it (control-v) in to cells D4 – D12

Notice that the amount changes. Spreadsheets are smart. They'll change the formula to add that row instead of the one before it.
Also notice how the total tax has changed.
5. Notice the row numbers on the left. Click on the number 3, then while holding down the shift, click row 12. All of the names rows should now be selected.
6. At the top of the page, click "Data" and then "Sort" Sort by column A, ascending.
This will alphabetize the names.
7. In cell B18, type the following label and hit enter:
Selected Accounts
8. In cell B19, type the following formula then hit enter:
 $= B3 + B4 + B7 + B9 + B11$
9. In cell D18, type the following label and hit enter
Selected Tax
10. In cell D19, type the following formula
 $= B19 * C19$

If D19 = \$2.70, you did everything right. Send it to dlowe@libertyacademycs.org