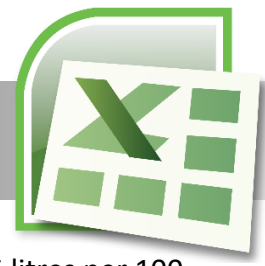# Excel Essentials – Task 1

Problem! You've recently bought a new car but are not convinced that you're getting under 6 litres per 100 kms as promised by the salesman. You decide to use excel to work out exactly what your fuel consumption has been over the past month to put your concern to the test! (Hints are in Brackets)

1. Open a **New Excel Workbook**.

2. Transcribe the details of the petrol log book into the **Worksheet** starting with "Date" in cell A1. (Try not to use your mouse and don't enter the Rand symbol for cost – that will be formatted at a later stage)

Date	ODO	Litres	Cost
5th	5234	33.6	R 530.88
9th	5616	29	R 458.20
13th	6052	27.5	R 434.50
21st	6734	39.7	R 627.26
25th	7253	33.1	R 522.98

3. **Save** the Workbook as Fuel Consumption – "Your Name" to your Laptop / PC. (E.g. Fuel Consumption – Mark Tyrer)

4. **Bold** and **Centre Align** the Column Headers in **Row 1**.

5. Format the Cells in the **Litres** Column as a **Number** to 1 Decimal Place.

6. Format the Cells in the **Cost** Column as **Currency** to 2 Decimal Places.

7. Format the cells in the **ODO** column to display as a **Number** that shows the **Thousand's Separator**.

8. Edit the **Dates** in Column A so that they are entered as a genuine date with a Month and Year component. Use the month January 2019. (E.g. the first Date should be 05 January 2019 displayed in your short date format…and it should be aligned to the ….)

9. Insert a new column between **ODO** and **Litres** with a heading of **KMs**.

10. Enter a Formula into cell **C3** that will calculate the **Kms** driven between the **5th** and the **9th**. (The formula will be the Cell to the left subtract the cell above)

11. Copy this formula through to Cell **C6**, to calculate the **Kms** Driven for the remainder of the entries. (Select cell **C3** and use the Autofill Handle to replicate it down)

12. Enter a Formula in Cell **C2** that will calculate the KMs for the 5th. The Last ODO entry for the previous Month is 4732. (=B2-4732)

13. Add a New Column Header in **Column F** called **Litres / 100km**. Enter a Formula in Cell **F2** that will calculate this Value for the 5th and replicate the Formula down to **Row 7**. (Formula will be **Litres** divided by **Kms** multiplied by **100**)

14. Enter a **Totals** Heading in Cell **A7** and enter a Formula in Cell **C7** that will Sum all the **KMs** driven for the Month. Copy this Formula to Columns **D** and **E**.

15. Add a New Column Header in **Column G** called **Above / Below**. Enter a Formula in cell G2 that will display **Above** if the Value to the left is greater than or equal to 6 and **Below** if less than 6. (Use the **IF** Function)

16. Replicate the Formula in Cells **F6** and **G6** through to the **Totals** in **Row 7**.

17. Add a **Top and Double Bottom border** to the Totals Row. (**A7:G7**).

After completing your spreadsheet, you find a scrunched up Till Slip in your car with details of when you put in a quick 50 bucks of petrol to get you home on the 17th. Add this additional info by following the last few Tasks below.

```
STOP & GO FUEL
STATION

PUMP #8
QTY 3.2 @ R15.80
/ LITRE

SUBTOTAL:    43.48
VAT:          6.52
TOTAL:       50.00

Odo - 6098

THANK YOU
```

18. Insert a new row between the **13th** and the **21st** and add the details from the till slip and date it the **17th**.

19. Fix the Formula in **Column C** so that the KMs are calculated correctly and replicate the Formula in **Columns F** and **G** through to the new **Row 5**.

20. **Save** your spreadsheet and email it through to mark@summitsolutions.co.za