

Ice Cream Assignment

Objectives:

- Formatting spreadsheets with colors, fonts and borders
- Merge and center cells
- Utilize the SUM formula
- Format cells as percentages
- Align cells properly
- Create equations using relative and absolute cell references

Instructions:

1. Transform the ice cream spreadsheet to match the figure on the right by inserting columns and rows.
2. Merge and center the cells that contain the title, and "Top 5", "Top 10" and "Top 15."
3. Format the spreadsheet as shown on the right.
4. Use the SUM formula for row 20.
5. Create an equation to calculate percentages for column D. Make sure the equation is suitable to be copied to column F. (*Hint: Utilize absolute and relative cell references carefully.*)

	A	B	C	D	E	F
1		Ice Cream Survey				
2						
3		Flavor	1st Preference	1st Pref %	2nd Preference	2nd Pref %
4	Top 5	Vanilla	781	39.1%	351	17.6%
5		Chocolate	240	12.0%	180	9.0%
6		Butter Pecan	143	7.2%	118	5.9%
7		Strawberry	143	7.2%	143	7.2%
8		Neapolitan	113	5.7%	64	3.2%
9	Top 10	Chocolate Chip	105	5.3%	323	16.2%
10		French Vanilla	101	5.1%	101	5.1%
11		Cookies and Cream	97	4.9%	152	7.6%
12		Vanilla Fudge	70	3.5%	342	17.1%
13		Praline Pecan	46	2.3%	62	3.1%
14	Top 15	Cherry	43	2.2%	20	1.0%
15		Chocolate Almond	40	2.0%	1	0.1%
16		Coffee	35	1.8%	58	2.9%
17		Rocky Road	24	1.2%	42	2.1%
18		Chocolate Marshmallow	19	1.0%	41	2.1%
19						
20		Total Responses	2000	100%	1998	100%