

Microsoft Excel - Simple Cost Comparison Spreadsheet and Graph

This presentation uses a spreadsheet to calculate the total cost of two lists of items from two sources. The presentation calculates the tax rate. The tax rate is assumed to be the same for both vendors. The presentation calculates the final total for both vendors. The presentation creates a graph of the data.

Operating System: Windows 10 Anniversary Update

Software: Microsoft Excel 2016

Preuss

9/23/2016



The presentation logs onto Windows.



Recycle Bin



Most used

- Get Started
- Skype Preview
- Maps
- Mozilla Firefox
- People
- Calculator

Life at a glance

9a 10a 11a
59° 60° 63°
Moorhead

Microsoft Edge

Word 2016

Excel 2016

Comm Prompt

Access 2016

PowerPoint 2016

Notep

The presentation starts Excel.



- Access 2016
- Alarms & Clock



- Calculator

Power



Search Windows

Excel

Recent

Yesterday

- cptr1104_fall2016_gr...
Documents » cptr1104 » fi...
- example01.xlsx
Documents » csci1110
- EX 4-Chicago Arts All...
Documents » cptr1104 » fi...
- EX 3-Fresh To You Inv...
Documents » cptr1104 » fi...
- EX 2-Food Co-op Sal...
Documents » cptr1104 » fi...
- EX 2-Office Specialis...
Documents » cptr1104 » fi...
- EX 2-Coffee Shop Ex...
Documents » cptr1104 » fi...

Open Other Workbooks

Search for online templates 🔍

Sign in to get the most out of Office
[Learn more](#)

Suggested searches: Business
Personal Industry
Financial Management Logs
Calculator Lists

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

The presentation opens a blank workbook.

My Cashflow

Stock Analysis

The presentation sees the spreadsheet is open. The presentation selects the "File" menu to save the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

Player | [Icons] | [Icons]

Book1 - Excel | Sign in ? | [Icons]

Save As

- Info
- New
- Open
- Save
- Save As**
- Print
- Share
- Export
- Publish
- Close
- Account
- Options
- Feedback

Recycle Bin

OneDrive

This PC

Add a Place

Browse

Save As

This PC > Documents >

Organize | New folder

Name	Date modified	Type
cptr1104	9/21/2016 8:22 AM	File folder
cptr1138	9/21/2016 1:49 PM	File folder
csci1110	9/22/2016 3:27 PM	File folder
Custom Office Templates	8/22/2016 6:31 PM	File folder
examples	9/23/2016 8:50 AM	File folder
pong	8/29/2016 9:11 AM	File folder

Hide Folders | Tools | Save | Cancel

The presentation selects "Save As" to save the spreadsheet. Under the "Save As" menu, the presentation selects the "browse".

Recycle Bin

←

Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

Feedback

Save As

OneDrive

This PC

Add a Place

Browse

Save As

« Documents » csci1110 »

Search csci1110

Organize | New folder

Name	Date modified	Type
csci1110-1	9/20/2016 2:51 PM	File folder
csci1110-2	9/20/2016 2:51 PM	File folder
example01.xlsx	9/22/2016 3:27 PM	Microsoft Excel Worksheet

Cost-Compare-01

Save as type: Excel Workbook (*.xlsx)

Authors: preuss | Tags: Add a tag

Save Thumbnail

Tools | Save | Cancel

The presentation selects the folder to save the spreadsheet. The presentation gives the spreadsheet a name. The presentation selects "Save" to save the spreadsheet.

Cost-Compare-01.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	25	30								
3	Virtual Bottle	15	10								
4	Virtual Marker	5	4								
5	Virtual Pen	1	0.5								
6	Virtual Box	4	6								
7											
8	Sub Total										
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation enters data as shown. Normally, the items and costs are not the same as shown.

Cost-Compare-01.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

B8

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	25	30								
3	Virtual Bottle	15	10								
4	Virtual Marker	5	4								
5	Virtual Pen	1	0.5								
6	Virtual Box	4	6								
7											
8	Sub Total	=									
9	Tax										
10											
11	Grand Total										
12											

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

Select a function:

- SUM
- VLOOKUP
- AVERAGE
- MIN
- MAX
- IF
- HYPERLINK

SUM(number1,number2,...)
Adds all the numbers in a range of cells.

[Help on this function](#)

The presentation selects the "fx" above the "C column". This brings up the "Insert Function" box. Since a box for sub total is selected, the presentation selects "SUM".

Sometimes it may be necessary to put the word "SUM" in the search box.

B6    =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	25	30								
3	Virtual Bottle	15	10								
4	Virtual Marker	5	4								
5	Virtual Pen	1	0.5								
6	Virtual Box	4	6								
7											
8	Sub Total	=SUM(B2:B6)									
9	Tax										
10											
11	Grand Total										
12											
13											

Function Arguments

SUM

Number1 = {25;15;5;1;4}

Number2 = number

= 50

Adds all the numbers in a range of cells.

Number1: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

Formula result = 50

[Help on this function](#)

OK

Cancel

The presentation insures the range of numbers is correct in "Function Arguments" as shown.

Cost-Compare-01.xlsx - Excel | Sign in | [Window icons] | [Share]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

B8 | [X] [✓] [fx] | =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	25	30								
3	Virtual Bottle	15	10								
4	Virtual Marker	5	4								
5	Virtual Pen	1	0.5								
6	Virtual Box	4	6								
7											
8	Sub Total	50	50.5								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation copies the formula to the other column.

Cost-Compare-01.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

B8 \times \checkmark fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	25	30								
3	Virtual Bottle	15	10								
4	Virtual Marker	5	4								
5	Virtual Pen	1	0.5								
6	Virtual Box	4	6								
7											
8	Sub Total	50	50.5								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation selects all the numbers shown.



Formula bar: B8 =SUM(B2:B6)

	A	B	C
1	Item	StoreA	StoreB
2	Virtual Paper	25	10
3	Virtual Bottle	15	10
4	Virtual Marker	5	10
5	Virtual Pen	1	10
6	Virtual Box	4	10
7			
8	Sub Total	50	50
9	Tax		
10			
11	Grand Total		
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Context menu options:

- Cut
- Copy
- Paste Options:
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List
- Define Name...
- Hyperlink...

The presentation right clicks the mouse to obtain the menu shown. The presentation selects "Format Cells..." option.

Format Cells dialog box with tabs: Number, Alignment, Font, Border, Fill, Protection. The 'Number' tab is active, showing a list of categories with 'Currency' selected. A yellow callout box points to 'Currency' with the text: "The presentation selects the 'Currency' option. The presentation selects 'OK'".

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK Cancel

Recycle Bin

Cost-Compare-01.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

B8 \times \checkmark fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00								
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The numbers are now formatted as currency as shown.

Cost-Compare-01.xlsx - Excel | Sign in | [Window icons]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax						
2	Virtual Paper	\$25.00	\$30.00								
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

Ready

Calibri 11 [Font icons]

- Cut
- Copy
- Paste Options:
 - [Paste icon]
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List
- Define Name...
- Hyperlink...

The presentation selects the box for tax rate number. The presentation right clicks the mouse to obtain the menu shown. The presentation selects "Format Cells..." option.

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB								
2	Virtual Paper	\$25.00									
3	Virtual Bottle	\$15.00									
4	Virtual Marker	\$5.00									
5	Virtual Pen	\$1.00									
6	Virtual Box	\$4.00									
7											
8	Sub Total	\$50.00									
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

Format Cells [?] [X]

Number | Alignment | Font | Border | Fill | Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage**
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: []

Decimal places: 2

Percentage formats multiple values with a percent symbol.

[OK] [Cancel]

The presentation selects the "Percentage" option. The presentation selects "OK".

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation enters the desired tax rate.

Cost-Compare-01.xlsx - Excel | Sign in | [Window icons]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax										
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation selects the box for one column tax rate calculation.

Cost-Compare-01.xlsx - Excel Sign in

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

SUM \times \checkmark f_x $=(b8*\$e\$2)$

	A	B	C	D	E
1	Item	StoreA	StoreB		Sales Tax Rate
2	Virtual Paper	\$25.00	\$30.00		4.15%
3	Virtual Bottle	\$15.00	\$10.00		
4	Virtual Marker	\$5.00	\$4.00		
5	Virtual Pen	\$1.00	\$0.50		
6	Virtual Box	\$4.00	\$6.00		
7					
8	Sub Total	\$50.00	\$50.50		
9	Tax	$8*\$e\$2)$			
10					
11	Grand Total				
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

The presentation enters the tax rate calculation as shown. It is possible students may use different cell/box locations than shown.

Cost-Compare-01.xlsx - Excel | Sign in | [Window icons] | [Share]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

B9 | [X] [Y] [fx] | $= (B8 * \$E\$2)$

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax	2.075									
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The spreadsheet is now calculating the sales tax on the amount above.

B9 $= (B8 * \$E\$2)$

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax	2.075	2.09575								
10											
11	Grand Total										
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The spreadsheet copies the sales tax calculation to the other column. It is essential to double check the calculations to insure accuracy.

SUM X ✓ fx $= (b8+b9)$

The presentation selects the cell/box for one column grand total. Then, the presentation enters the formula to add the numbers.

	A	B	C	D	E
1	Item	StoreA	StoreB		Sales Tax
2	Virtual Paper	\$25.00	\$30.00		4.15
3	Virtual Bottle	\$15.00	\$10.00		
4	Virtual Marker	\$5.00	\$4.00		
5	Virtual Pen	\$1.00	\$0.50		
6	Virtual Box	\$4.00	\$6.00		
7					
8	Sub Total	\$50.00	\$50.50		
9	Tax	2.075	2.09575		
10					
11	Grand Total	$= (b8+b9)$			
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

B11  $= (B8+B9)$

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax	2.075	2.09575								
10											
11	Grand Total	\$52.08	\$52.60								
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation copies the grand total formula to the other column.

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax	2.075	2.09575								
10											
11	Grand Total	\$52.08	\$52.60								
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

The presentation selects the text shown to begin creating the graph.

File Home **Insert** Page Layout Formulas Data Review View

Tables Illustrations Add-ins Recommended Charts [Chart Wizard] [Chart Styles]

Hyperlink Text Symbols Links

Under the "Insert" menu, the presentation selects "Recommended Charts".

2	Virtual Paper	\$25.00	\$30.00
3	Virtual Bottle	\$15.00	\$10.00
4	Virtual Marker	\$5.00	\$4.00
5	Virtual Pen	\$1.00	\$0.50
6	Virtual Box	\$4.00	\$6.00
7			
8	Sub Total	\$50.00	\$50.50
9	Tax	2.075	2.09575
10			
11	Grand Total	\$52.08	\$52.60
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Item	Store
Virtual Paper	
Virtual Bottle	
Virtual Marker	
Virtual Pen	
Virtual Box	
Sub Total	
Tax	
Grand Total	

Insert Chart

Recommended Charts | All Charts

Clustered Column

The presentation selects the chart that best explains the data. The presentation selects "OK" to continue.

A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

OK | Cancel



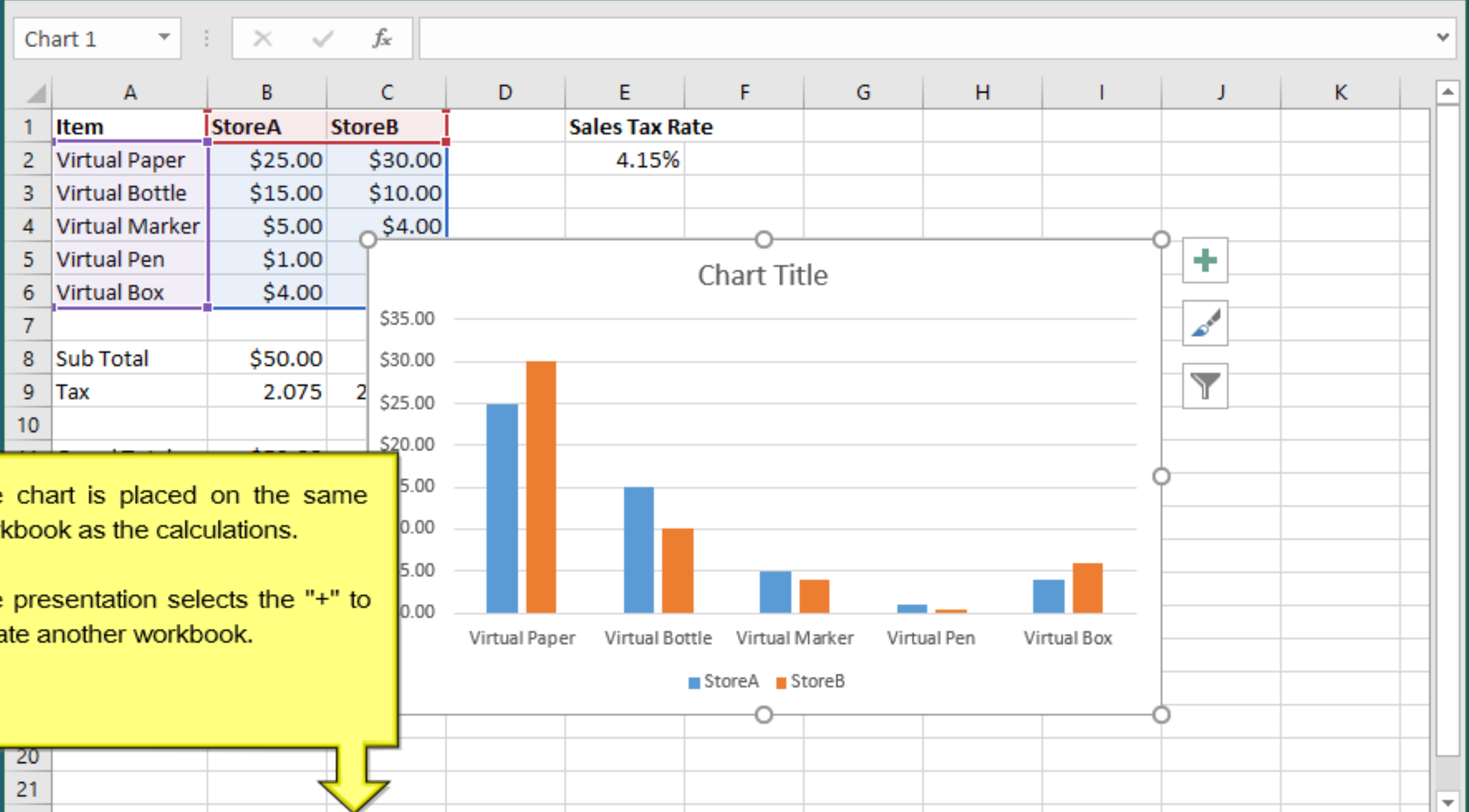
The presentation selects the chart that best explains the data. The presentation selects "OK" to continue.

A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

Cost-Compare-01.xlsx - Excel

Chart Tools | Sign in | [Icons]

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Design | Format | Tell me | Share



The chart is placed on the same workbook as the calculations.

The presentation selects the "+" to create another workbook.



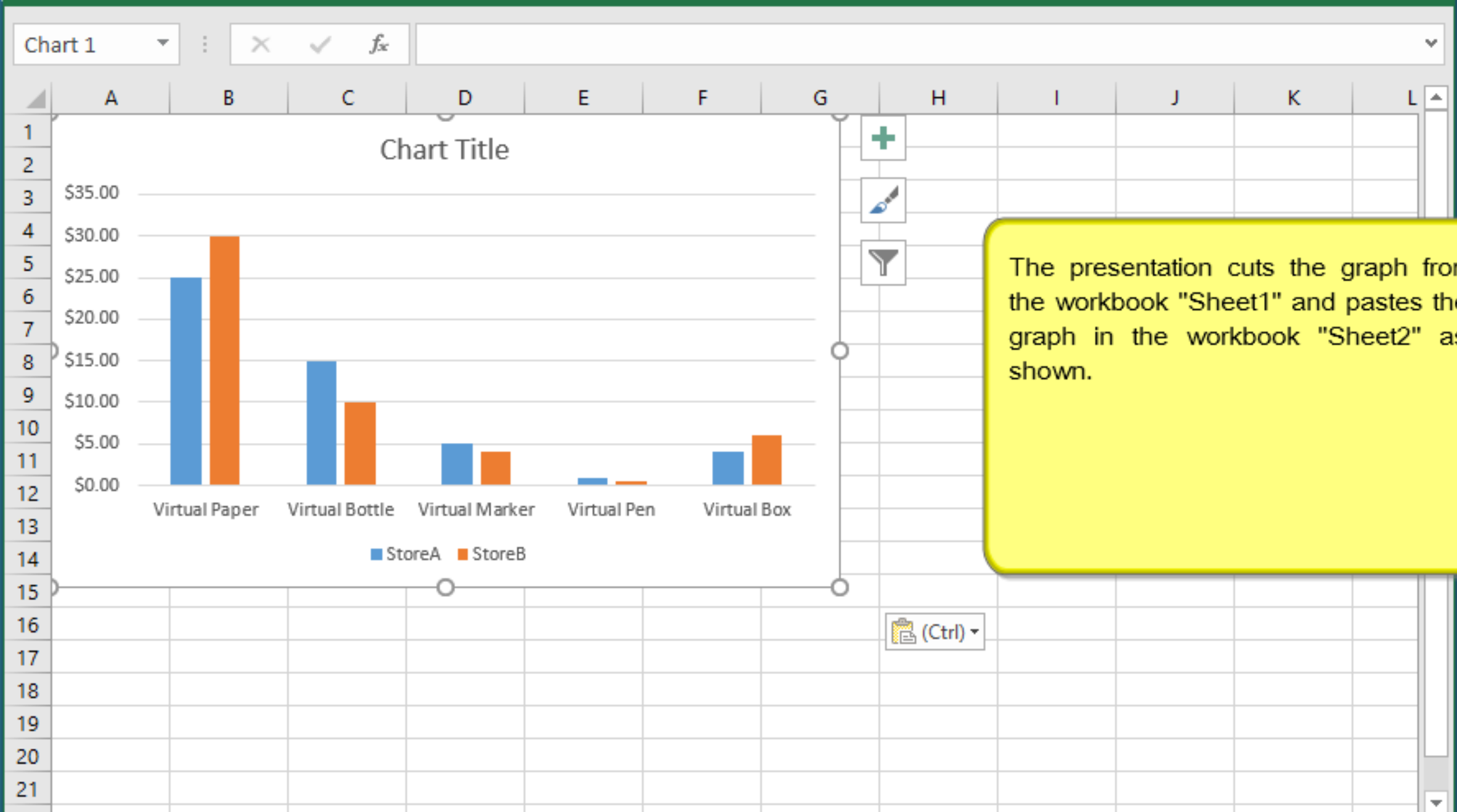
Cost-Compare-01.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do Share

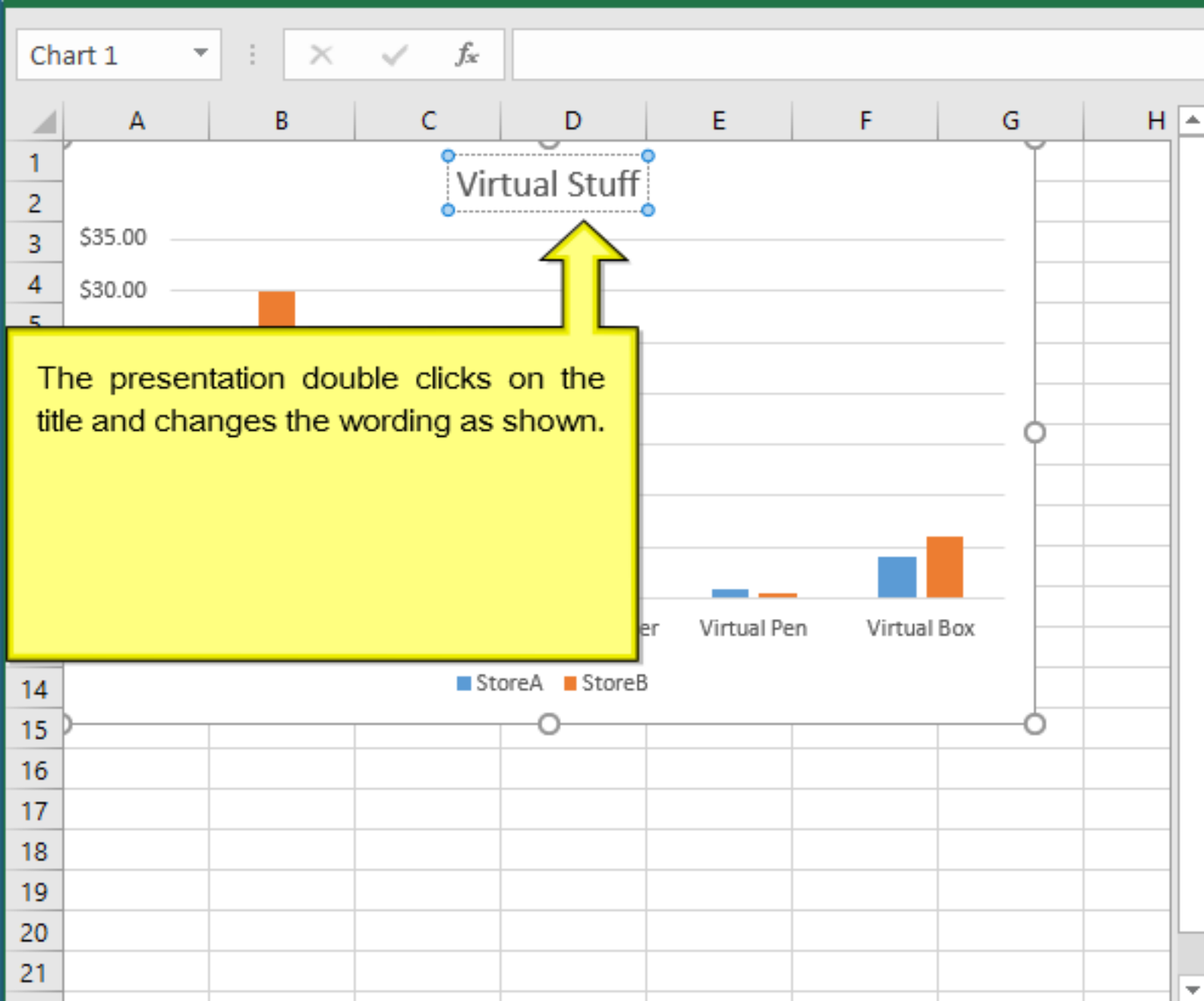
A1

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												

A second workbook is created.



The presentation cuts the graph from the workbook "Sheet1" and pastes the graph in the workbook "Sheet2" as shown.



The presentation double clicks on the title and changes the wording as shown.

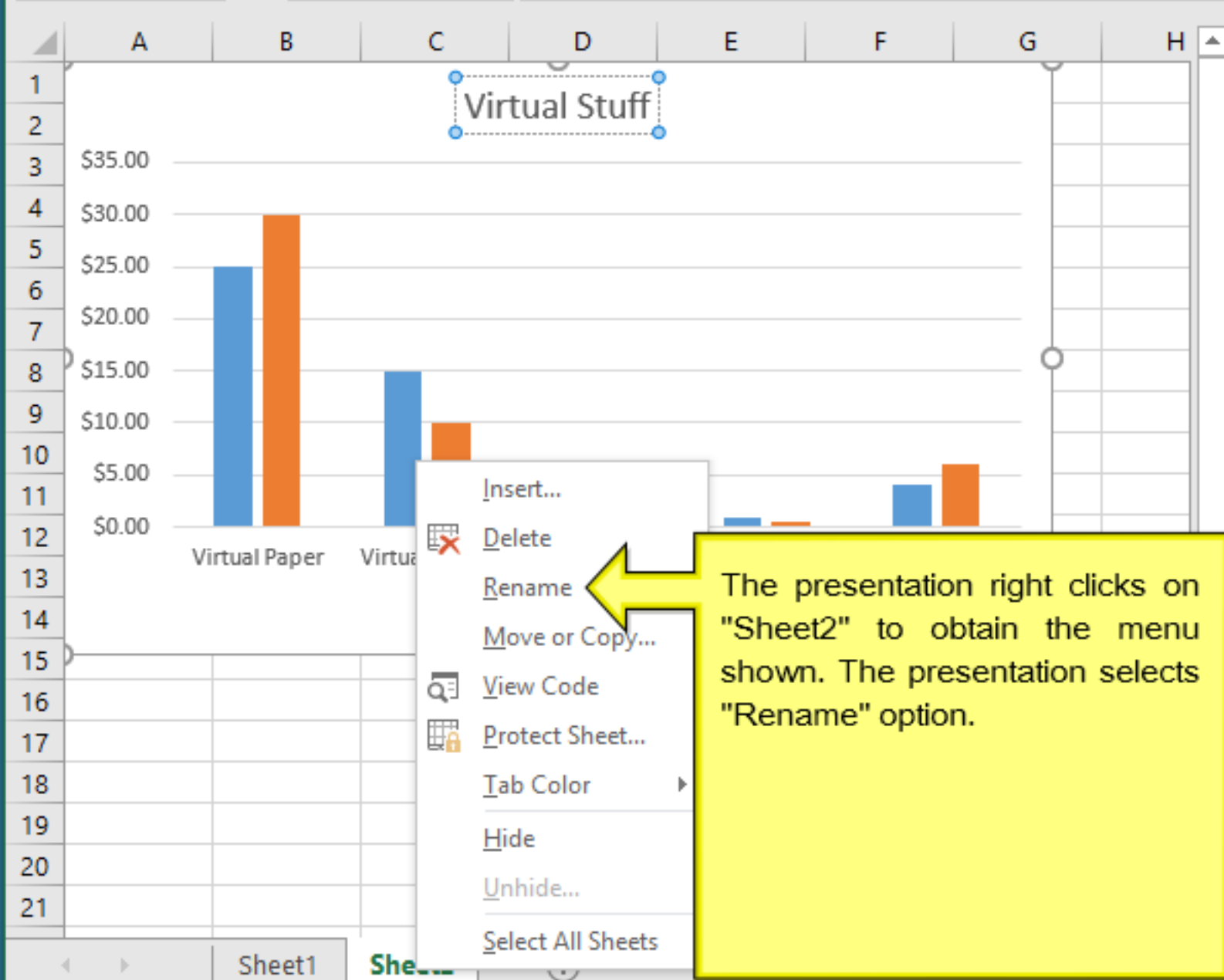
Format Chart Title

Title Options | Text Options

[Icons]

Fill

Border



Format Chart Title

Title Options | Text Options

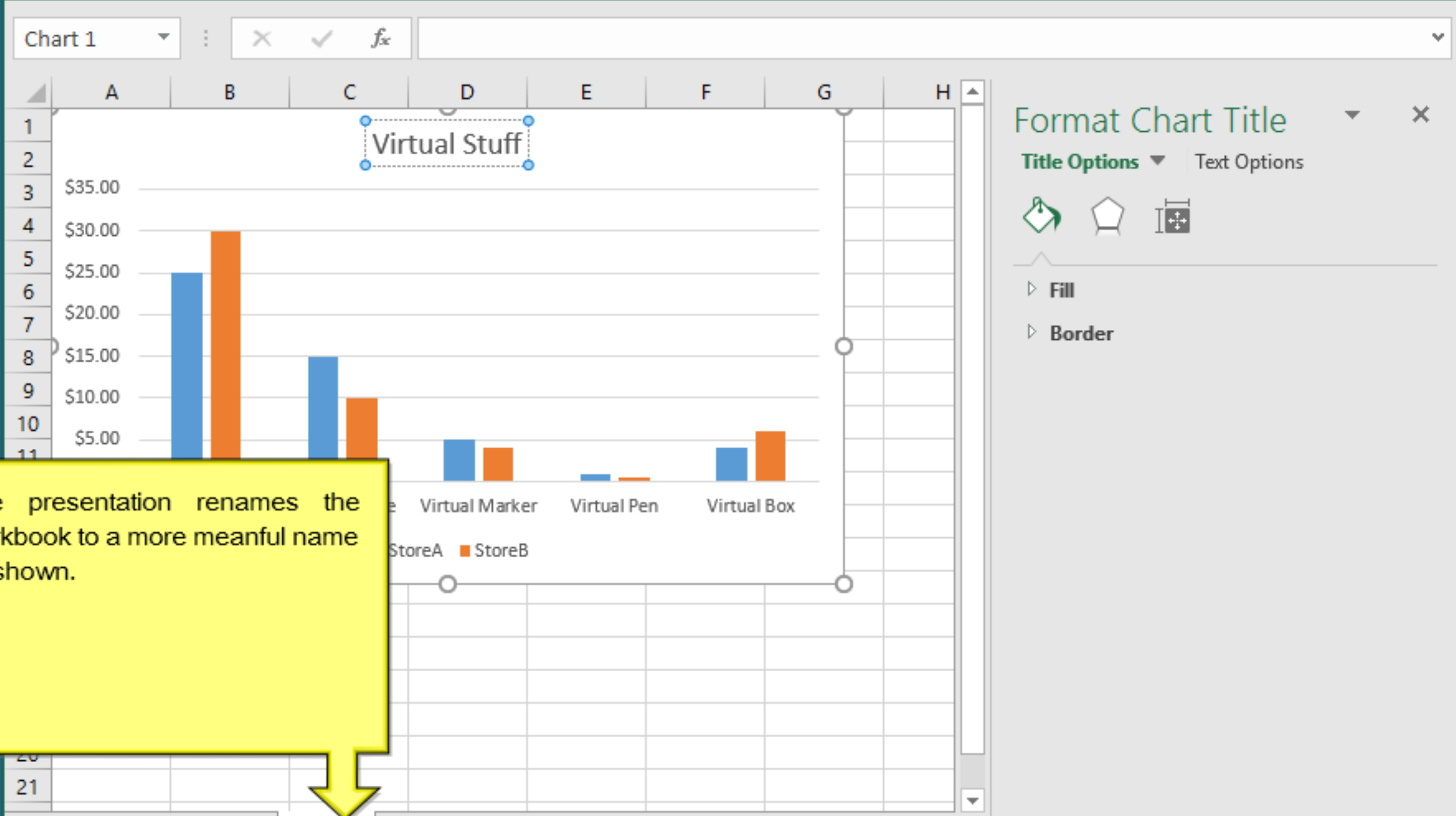
[Icons]

▶ Fill

▶ Border

- Insert...
- Delete
- Rename**
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

The presentation right clicks on "Sheet2" to obtain the menu shown. The presentation selects "Rename" option.



Format Chart Title

Title Options | Text Options

[Icons]

Fill

Border

The presentation renames the workbook to a more meaningful name as shown.

graph

B19 | [Formulas Bar]

	A	B	C	D	E	F	G
1	Item	StoreA	StoreB		Sales Tax Rate		
2	Virtual Paper	\$25.00	\$30.00		4.15%		
3	Virtual Bottle	\$15.00	\$10.00				
4	Virtual Marker	\$5.00	\$4.00				
5	Virtual Pen	\$1.00	\$0.50				
6	Virtual Box	\$4.00	\$6.00				
7							
8	Sub Total	\$50.00	\$50.50				
9	Tax	2.075	2.09575				
10							
11	Grand Total						
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Format Shape

[Icons]

▶ Fill

▶ Line

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

The presentation right clicks on "Sheet1" to obtain the menu shown. The presentation selects "Rename" option.

	A	B	C	D	E	F	G
1	Item	StoreA	StoreB		Sales Tax Rate		
2	Virtual Paper	\$25.00	\$30.00		4.15%		
3	Virtual Bottle	\$15.00	\$10.00				
4	Virtual Marker	\$5.00	\$4.00				
5	Virtual Pen	\$1.00	\$0.50				
6	Virtual Box	\$4.00	\$6.00				
7							
8	Sub Total	\$50.00	\$50.50				
9	Tax	2.075	2.09575				
10							
11	Grand Total	\$52.08	\$52.60				

Format Shape

[Fill] [Line]

The presentation renames the workbook to a more meaningful name as shown.

Calculations | graph

	A	B	C	D	E	F	G
1	Item	StoreA	StoreB		Sales Tax Rate		
2	Virtual Paper	\$25.00	\$30.00		4.15%		
3	Virtual Bottle	\$15.00	\$10.00				
4	Virtual Marker	\$5.00	\$4.00				
5	Virtual Pen	\$1.00	\$0.50				
6	Virtual Box	\$4.00	\$6.00				
7							
8	Sub Total	\$50.00	\$50.50				
9	Tax	2.075	2.09575				
10							
11	Grand Total	\$52.08	\$52.60				
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Format Shape [Close X]

The presentation selects the "X" to remove the "Format Shape" menu.

Cost-Compare-01.xlsx - Excel Sign in [Share icon] [Window icon] [Close icon]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do [Share icon] Share

	A	B	C	D	E	F	G	H	I	J	K
1	Item	StoreA	StoreB		Sales Tax Rate						
2	Virtual Paper	\$25.00	\$30.00		4.15%						
3	Virtual Bottle	\$15.00	\$10.00								
4	Virtual Marker	\$5.00	\$4.00								
5	Virtual Pen	\$1.00	\$0.50								
6	Virtual Box	\$4.00	\$6.00								
7											
8	Sub Total	\$50.00	\$50.50								
9	Tax	2.075	2.09575								
10											
11	Grand Total	\$52.08	\$52.60								
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

Done