7 The GAP®

New Skills

1. Format cells as numbers.
2. Increase a cell's decimal places.

Activity Overview

The Gap® is a worldwide retail clothing store that offers premium clothing and accessories. They provide consumers with a wide assortment of fresh, casual, and American style clothing. The Gap® has everything people need to express a personal style. From jeans and T's, to khakis and oxfords, the Gap® has fashion at great prices for adults, teens, kids, and babies.

The following activity illustrates how spreadsheets can be used by a retail clothing store to list the cost of merchandise (unit cost) and its selling price.

Instructions

1. Create a NEW spreadsheet.

* *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A2 and change the font size to 14 point.

4. Bold cells A3, A9, and A20.

5. Bold rows 6 and 7.

6. Format the width of column A to 14.0 and left align.

7. Format the width of column B to 14.0 and center align.

8. Format the width of columns C and D to 20.0 and left align.

9. Format the width of columns E and F to 9.0 and center align.

NEW SKILL ▶ 10. Select column B and format it as numbers displaying 0 decimal places.

NEW SKILL ▶ 11. Select columns E and F and format them as numbers displaying 2 decimal places.

12. Carefully proofread your work for accuracy.

13. Save the spreadsheet as THE GAP.

14. Analyze the changes made to the data in the spreadsheet.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the spreadsheet if required by your instructor.

The GAP®

INPUT **DATA**

	A	B	C	D	E	F
1	Activity 7 Student Name					
2	THE GAP					
3	Markup Schedule December 2010					
4						
5						
6		ITEM			UNIT	SELLING
7		NUMBER	ITEM	STYLE	COST	PRICE
8						
9	Men's wear	715503	Denim Jacket	Well-worn	30	79.5
10		772336	Classic Khaki	Straight Fit	22	49.5
11		737510	Boot Fit Jeans	Vintage Wash	32	64.5
12		768710	Waffle Knit T	Camo	10	24.5
13		768699	City Cycle Graphic T		11	24.5
14		750454	Cardigan	Hooded	16	49.99
15		750202	Rugby Polo	Striped	15	32.99
16		539875	Cargo Shorts	Camo	8	17.99
17		783492	Leather Belt	Distressed Buckle	13	39.5
18						
19						
20	Women's wear	770646	Leather Jacket	Funnel Neck	89	298
21		768458	Denim Jacket	Elbow Pad	28	69.5
22		770836	Puffer Vest		30	59.5
23		768454	Legging Jeans	True Black Wash	32	69.5
24		770608	Mini Skirt	Plaid	21	44.5
25		749450	Sweater Hoodie		22	44.99
26		772219	Shoulder Link Tank		14	29.5
27		790947	Zipper T		17	34.5
28		771999	Double Layer T		12	24.5
29		776518	Leather Tassel Tote		49	98
30		776546	Skinny Belt	Pyramid Studded	13	29.5

Source: http://www.gap.com