

Open a new file and name the file, **Review 1**. Create a table as shown below. Format the text, text color and cells to display a beautiful spreadsheet that is easy to read. Find the totals by day and by meal using formulas. Find the cost of the highest, lowest and average meal by formula. Make both pie charts as shown, **Cost of meals by day** and **Cost by meals**.

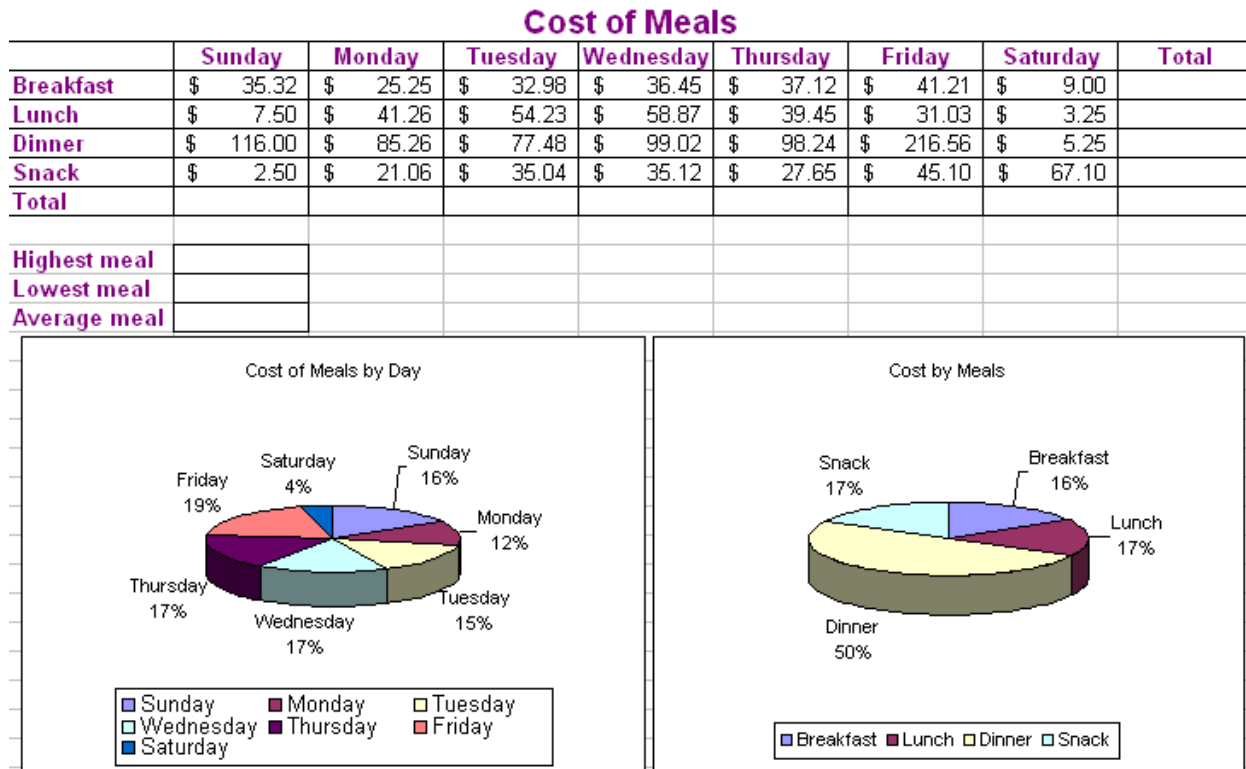
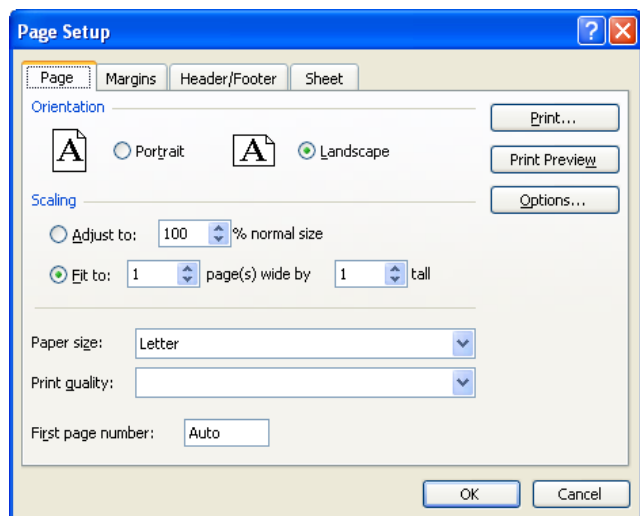


Figure 1 – Spreadsheet with Charts

Select File then Page Setup. In the Page Setup window, select Fit to 1 page as shown in the image to the right.

Print the spreadsheet.



## Computer Applications Review

**Open a new file and name the file, <Your Name> Review 2. Create a table as shown below. Format the text, text color, and cells to display a beautiful spreadsheet that is easy to read. Find the total cost for each inventory using formulas. The total cost is the individual cost times the quantity. Find the total of both inventories using formulas. Find the cost of the highest, lowest, and average knife in both the old and new inventory by formula. Make both pie charts as shown, Old Knife Inventory and New Knife Inventory.**

<b>Rustic Inn Café</b>							
<b>Old Knife Inventory</b>				<b>New Knife Inventory</b>			
Type of Knife	Ind Cost	Quantity	Total Cost	Type of Knife	Ind Cost	Quantity	Total Cost
6 inch boning knife	\$ 8.16	6		6 inch boning knife	\$ 9.25	8	
9 inch bread knife	\$ 53.13	4		9 inch bread knife	\$ 47.12	8	
8 inch bread knife	\$ 37.15	2		8 inch bread knife	\$ 39.25	8	
8 inch chef's knife	\$ 70.63	4		8 inch chef's knife	\$ 29.12	8	
6.5 inch cleaver	\$ 24.02	2		6.5 inch cleaver	\$ 12.50	8	
7 inch cleaver	\$ 32.38	5		7 inch cleaver	\$ 13.90	8	
4 inch paring knife	\$ 14.38	6		4 inch paring knife	\$ 32.00	8	
7 inch bayonet fork	\$ 51.25	4		7 inch bayonet fork	\$ 50.50	8	
Knife sharpener	\$ 31.57	3		Knife sharpener	\$ 31.57	8	
Knife holder	\$ 10.15	2		Knife holder	\$ 10.15	8	
Cutlery case	\$ 23.09	3		Cutlery case	\$ 23.09	8	
<b>Total</b>				<b>Total</b>			
Highest knife cost				Highest knife cost			
Lowest knife cost				Lowest knife cost			
Average knife cost				Average knife cost			

Old Knife Inventory

6 inch boning knife	9 inch bread knife	8 inch bread knife
8 inch chef's knife	6.5 inch cleaver	7 inch cleaver
4 inch paring knife	7 inch bayonet fork	Knife sharpener
Knife holder	Cutlery case	

New Knife Inventory

6 inch boning knife	9 inch bread knife	8 inch bread knife
8 inch chef's knife	6.5 inch cleaver	7 inch cleaver
4 inch paring knife	7 inch bayonet fork	Knife sharpener
Knife holder	Cutlery case	

**Select File then Page Setup. In the Page Setup window, select Landscape and Fit to 1 page as shown in the image to the right.**

**Print the spreadsheet.**

