

Computer Applications Practice Midterm

Open a new file and name the file, <Your Name> Midterm. 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.

Rustic Inn Café				Rustic Inn Café			
Old Knife Inventory				New Knife Inventory			
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	
Total				Total			
Highest knife cost				Highest knife cost			
Lowest knife cost				Lowest knife cost			
Average knife cost				Average knife cost			

Old Knife Inventory

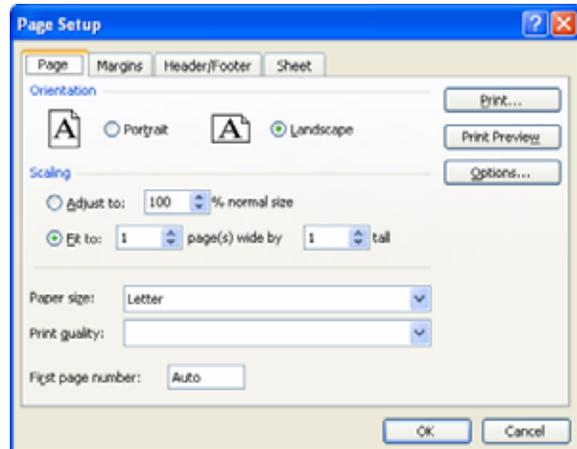
6 inch boning knife	9 inch bread knife	8 inch bread knife
8 inch chef's knife	6.5 inch cleaver	7 inch cleaver
4 inch paring knife	7 inch bayonet fork	Knife sharpener
Knife holder	Cutlery case	

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.



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Send a memorandum to Chef Stone at the Rustic Inn Café with a 5-sentence paragraph describing your Vegetable Pasta soup. The digital image of the chowder as shown below is in the public drive. Insert the image into your memorandum after your description. Your memo heading is shown below. Save the document as <Your_Name_Memo>

Columbus Culinary Institute
2435 Stelzer Rd, Columbus, Ohio 43219
614-944-4200 or 877-506-5006

To: Chef Stone, Rustic Inn Café

From: (your name), Chef Apprentice

Date: <current date>

Subject: Description of the Vegetable Pasta Soup for the Menu



Print the Word Document.

Staple in this order.

1. Excel Spreadsheet
2. Memorandum