

Assignment No 14

Consider The Following Worksheet

Items	Computer	Printer	Mouse	Router	
Rate					
Qty					
Amount					

1. Make the data entry form **horizontally** for the above sheet.
2. Use relatively cell address, Copy the formula in horizontally.
3. Use “**HLOOKUP**” Function to find out the **Amount**.
4. Format the data horizontally.
 - a. Make the Amount & Rate cell format to **currency**.
 - b. Make the cell alignment to **Centre**.
 - c. Font to **Arial black**.
 - d. Save the worksheet.