

Session 2: Student activity 1

Data entry task
Student version

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Activity 1

This timed task requires you to fill four columns by typing and three columns by using formulas.

- 1) You need to input data in the first four columns.
- 2) For the Amount column, multiply Price by Unit.
- 3) Apply a 5% discount in the Discount column, based on the Amount.
- 4) For the Net amount column, use Amount minus Discount.

Date	Item	Price	Unit	Amount	Discount	Net amount
05/01/2023	Pencil	£ 0.27	26			
05/01/2023	Gel pen	£ 1.40	6			
08/01/2023	Eraser	£ 1.12	13			
10/01/2023	Marker	£ 0.77	25			
20/02/2023	Calculator	£ 7.39	30			
25/02/2023	Highlighter	£ 1.02	5			
25/02/2023	Stapler	£ 5.59	6			
01/03/2023	Sticky notes	£ 0.47	16			
01/03/2023	Notebook	£ 3.03	26			
02/03/2023	Clipboard	£ 2.49	21			
05/03/2023	Ballpoint pen	£ 0.30	26			
08/03/2023	Gel pen	£ 1.40	22			
08/03/2023	Eraser	£ 1.12	29			
10/03/2023	Marker	£ 0.77	20			
10/03/2023	Calculator	£ 7.39	9			
12/03/2023	Highlighter	£ 1.02	24			
12/03/2023	Glue	£ 5.49	25			
13/03/2023	Sticky notes	£ 0.47	15			
13/03/2023	Notebook	£ 3.03	20			
15/03/2023	Pencil	£ 0.27	24			

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