

Session 2: Student activity 1

Data entry task
Tutor version

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Activity 1

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

- 1) You need to input data into 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	£7.02	£0.35	£6.67
05/01/2023	Gel pen	£ 1.40	6	£8.40	£0.42	£7.98
08/01/2023	Eraser	£ 1.12	13	£14.56	£0.73	£13.83
10/01/2023	Marker	£ 0.77	25	£19.25	£0.96	£18.29
20/02/2023	Calculator	£ 7.39	30	£221.70	£11.09	£210.62
25/02/2023	Highlighter	£ 1.02	5	£5.10	£0.26	£4.85
25/02/2023	Stapler	£ 5.59	6	£33.54	£1.68	£31.86
01/03/2023	Sticky notes	£ 0.47	16	£7.52	£0.38	£7.14
01/03/2023	Notebook	£ 3.03	26	£78.78	£3.94	£74.84
02/03/2023	Clipboard	£ 2.49	21	£52.29	£2.61	£49.68
05/03/2023	Ballpoint pen	£ 0.30	26	£7.80	£0.39	£7.41
08/03/2023	Gel pen	£ 1.40	22	£30.80	£1.54	£29.26
08/03/2023	Eraser	£ 1.12	29	£32.48	£1.62	£30.86
10/03/2023	Marker	£ 0.77	20	£15.40	£0.77	£14.63
10/03/2023	Calculator	£ 7.39	9	£ 66.51	£3.33	£63.18
12/03/2023	Highlighter	£ 1.02	24	£24.48	£1.22	£23.26
12/03/2023	Glue	£ 5.49	25	£137.25	£6.86	£130.39
13/03/2023	Sticky notes	£ 0.47	15	£7.05	£0.35	£6.70
13/03/2023	Notebook	£ 3.03	20	£60.60	£3.03	£57.57
15/03/2023	Pencil	£ 0.27	24	£6.48	£0.32	£6.16

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