

These short exercises will help you practise Excel skills covered so far, including data entry, formatting, formulas, and charts.

Exercise 1 — Pet Shop Expenses

Skills covered: data entry, formatting, SUM, AVERAGE, MIN, MAX, currency.

Item	Cost (£)
Dog Food	24.99
Cat Litter	12.50
Bird Seed	8.99
Fish Food	4.25
Toys	15.75

Tasks:

- Type in the table above.
- Bold the column headers and add borders.
- Format the Cost column as £ currency with 2 decimal places.
- Below the table calculate:
 - - Total Cost using =SUM(B2:B6)
 - - Average Cost using =AVERAGE(B2:B6)
 - - Most Expensive Item using =MAX(B2:B6)
 - - Cheapest Item using =MIN(B2:B6)
- (Optional extension: add conditional formatting — highlight any cost over £20.)

Exercise 2 — Ice Cream Sales vs Temperature

Skills covered: data entry, charts, labels, conditional formatting, sorting/filtering.

Day	Temperature (°C)	Sales (£)
Mon	15	120
Tue	18	175
Wed	20	240
Thu	22	260
Fri	24	300

Tasks:

- Enter the data and format headers in bold.
- Insert a Column Chart showing Day on the X-axis and Sales (£) on the Y-axis.
- Add a chart title, axis labels, and show the data labels.
- Apply conditional formatting to the Sales column to highlight values over £200.
- Sort the table by Temperature (largest to smallest).

Exercise 3 — Mini Household Budget

Skills covered: formatting, SUM, AVERAGE, MIN/MAX, data validation.

Category	Monthly Spend (£)
Rent	600
Groceries	240
Transport	80
Utilities	100
Entertainment	50

Tasks:

- Format headers in bold and amounts as £.
- Add a Total Spend and Average Spend using formulas.
- Find the Highest and Lowest spends (MIN/MAX).
- Use Data Validation on the Monthly Spend column so only numbers can be entered.
- (Optional) Create a simple Pie Chart to show where the money goes.