3. Spreadsheets

In the diagram below, a spreadsheet has been created to show the stock of the Big Pencils company.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Big Pencils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Item</td>
<td>Price</td>
<td>Quantity Sold</td>
<td>Total</td>
</tr>
<tr>
<td>3</td>
<td>Pencil</td>
<td>0.150</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ballpoint pen</td>
<td>0.235</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Novelty eraser</td>
<td>0.085</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Coloured crayon set</td>
<td>0.450</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

a. Write down the cell reference of a cell that contains numeric data

   [ ]

b. Suggest a formula that would be written in cell D3

   [ ]

c. Describe how you would replicate this formula into cells D4 to D6

   [ ]
   [ ]
   [ ]
   [ ]
   [ ]

[3]
d. Suggest a formula that would be written in cell D7

   [ ]

e. Coloured crayon sets are to be dropped from the stock list. Describe the steps you would take in order to amend your spreadsheet to show this.

   [ ]
   [ ]
   [ ]
   [ ]
   [ ]

[4]

[Marks allocated to this page: 10]