

EXCEL PROJECT 4: Creating a Worksheet for Calculating Recipe Amounts

Objectives Practiced

- Create a worksheet.
- Enter data.
- Format cells.
- Enter and copy formulas.

Fillipa has a successful catering business that specializes in small company dinner parties. The most popular dessert item on her menu is old-fashioned custard. Because the number of people at each catered event varies, Fillipa needs to be able to scale the recipe accordingly, so she uses a worksheet to calculate the amounts for each ingredient.


1. Create a new blank Excel workbook and save the workbook as **Custard Recipe XXX.xlsx** (replace XXX with your initials) - SAVE IN YOUR NAME SHARED FOLDER.
2. Enter the data shown in the figure below. Format as needed to make your worksheet look like the figure.

Hint

The width for columns A and B should be approximately 14.00 (103 pixels), and the width for columns C through F should be approximately 12.00 (89 pixels).

	A	B	C	D	E	F	G
1	Ingredient	Unit	Amount for one recipe	Double the recipe	Triple the recipe	Quadruple the recipe	
2	Eggs	an egg	5				
3	Sugar	cup	0.5				
4	Vanilla extract	teaspoon	2				
5	Salt	teaspoon	0.25				
6	Milk	cup	3				
7							

3. In cell D2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by two.
4. Copy the formula in cell D2 to cells D3:D6.
5. In cell E2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by three.
6. Copy the formula in cell E2 to cells E3:E6.



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7. In cell F2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by four.
8. Copy the formula (using the AUTO FILL feature (small green square in lower right corner of the selected cell(s)) in cell F2 to cells F3:F6.
9. Center the data in cells C2:F6.
10. Save in YOUR NAME SHARED FOLDER and close the workbook, then exit Excel.

Critical Thinking - MUST DO

Open the **Custard Recipe XXX.xlsx** file. Copy the headings in the range A1:F1 to the same cells in Sheet2 (rename Sheet2 to **MY RECIPE** of the workbook. Using formulas where appropriate, fill in the worksheet with ingredients and amounts for scaling a recipe that you locate online. Save and close the workbook.

