

## MediaLoft Bookstore - Guam Advertising Expenses

Sales Tax  
Value

Type	Inv. Date	Placed with	Cost ea.	Quantity	Extended Cost	Sales Tax	Total	% of Total
Newspaper	1/1/2010	PDN	\$72.34	5	\$361.70	\$14.47	\$376.17	19%
Radio spot	1/7/2010	K57	\$11.00	15	\$165.00	\$6.60	\$171.60	9%
Advertising Wall	1/20/2010	ITC Bldg.	\$135.00	5	\$675.00	\$27.00	\$702.00	36%
Yellow Pages	1/1/2010	Phone Book Inc.	\$154.42	4	\$617.68	\$24.71	\$642.39	33%
Coupons	1/13/2010	Guam SuperShopper	\$0.17	230	\$39.56	\$1.58	\$41.14	2%
<b>GrandTotal</b>							\$1,933.30	

### Instructions:

1. Go to Cell F7, enter a FORMULA to find the Extended Cost.
2. Copy the Formula in F7 to the range F8:F11.
3. Go to Cell G7, enter a FORMULA to find the Sales Tax by multiplying the Extended Cost to the Sales Tax in Cell J3.  
(Hint: Use an absolute cell in your Formula).
4. Copy the Formula in G7 to the range G8:G11.
5. Go to H7, enter a FORMULA to find the Total by adding the Extended Cost to the Sales Tax.
6. Copy the Formula in H7 to the range H8:H11.
7. Go to Cell H12, enter a FUNCTION to find the Total of the range H7:H11.
8. Go to Cell I7, enter a FORMULA to determine the Percent of Total for Newspaper to the Grand Total in H12.  
(Hint: Use an absolute cell in your Formula).
9. Copy the Formula in I7 to the range I8:I11.

0.04