

Working with Supply Lists

- Label your column headings (e.g. Item #, Description, Page #, Unit Cost, Total Cost)
- Fill in the items you wish to purchase
- Total your items by using a formula
 - Type in an = sign, click the Formula Tab, use the pull down arrow under AutoSum, click Sum, Click Sum again
 - Or type in an =, type in Sum, type in a left parenthesis (, click and highlight the cells you wish to add, type in a right parenthesis) , click Enter to lock the formula in (e. g. =SUM(F3:F5))

ITEM	QTY	DESCRIPTION	PAGE	UNIT CC	TOTAL CC
622853	1	DVD-R Spindle 100 DVD's	225	\$49.98	\$49.98
472344	1	Assorted DVD Sleeves	274	\$10.28	\$10.28
462025	1	Duracell AAA batteries 16 pack	34	\$22.12	\$22.12
Total				=SUM(F3:F5)	