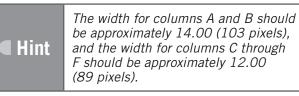
EXCEL PROJECT 4: Creating a Worksheet for Calculating Recipe Amounts

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) in the location where you store your data files.
- Enter the data shown in the figure below. Format as needed to make your worksheet look like the figure.



	А	В	С	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 in cell F2 to cells F3:F6.
- 9. Center the data in cells C2:F6.
- 10. Save and close the workbook, then exit Excel.

Critical Thinking

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