

## STOCKS & SHARES – WEEK 2 TASK

- 1) Open your spreadsheet from the previous work.
- 2) Make a duplicate of your 'START' tab, and rename the copy 'WEEK 2'. You will now work on this sheet.
- 3) Insert 3 new columns before Column C. Do this by highlighting the whole of column C, right click, and then insert – do this 3 times.
- 3) Put headings for 3 new columns: 'Current Price' in C1, 'Change' in D1 and 'Profit/Loss' in E1. Resize your columns as necessary.
- 4) Select the 3 new columns, and make sure the numbers are set for currency, with 2 decimal places, and negative numbers shown with a minus and in red. (hint: right click, number format)
- 5) Find out the current price of the shares in the companies you bought stocks in. Add these prices to column C.
- 6) In cell D3, create a formula. You want to find the difference between the new price in C3 and the old price in B3. (hint: formula must start with =)
- 7) Fill down column D so the formula goes in all the necessary cells (e.g. D3 to D12).
- 8) In cell E3, create another formula. Here you want to work out your profit or loss on your shares this week. You need a formula that will multiply the figure in D3 by the number of shares you have (should be F3).
- 9) Again, fill down column E so the formula goes in all the necessary cells (e.g. E3 to E12).
- 10) In E14, create a formula to show your total profit or loss this week. You will do this by finding the sum of all the amounts in column E. (hint: =SUM(cells) )