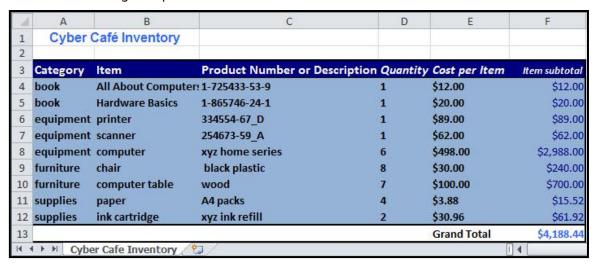# Create an Inventory

Can you identify a way to list all materials you keep in stock? Sometimes, it is difficult to keep a track of all things that are there in the house or shop. At home, inventories can be used to store a record of your possessions for insurance purposes, or in case of theft or loss due to a natural disaster. In a business, you can make an inventory for keeping a record of your goods like electronics, clothes, food items and so forth, and the approximate cost of each item. Inventory is a term that means a detailed list of goods. One way to create an inventory is by using spreadsheets.

Look at the following example:

	A	B	C	D	E	F
1	Cyber Café Inventory					
2						
3	Category	Item	Product Number or Description	Quantity	Cost per Item	Item subtotal
4	book	All About Computers	1-725433-53-9	1	$12.00	$12.00
5	book	Hardware Basics	1-865746-24-1	1	$20.00	$20.00
6	equipment	printer	334554-67_D	1	$89.00	$89.00
7	equipment	scanner	254673-59_A	1	$62.00	$62.00
8	equipment	computer	xyz home series	6	$498.00	$2,988.00
9	furniture	chair	black plastic	8	$30.00	$240.00
10	furniture	computer table	wood	7	$100.00	$700.00
11	supplies	paper	A4 packs	4	$3.88	$15.52
12	supplies	ink cartridge	xyz ink refill	2	$30.96	$61.92
13					Grand Total	$4,188.44

Cyber Cafe Inventory ⟋

Cyber Cafe Inventory Worksheet Example

As in the example above, an Inventory created on the computer typically has:

- A title that explains the type of information in the worksheet

- Information about items

- Multiplication formulas that calculate the subtotal cost for each item, and a Sum function that calculates the grand total

- Rows sorted in a way that makes sense, and an AutoFormat that makes the information easy to read

Before you begin using the computer to create your inventory worksheet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create an Inventory

A. Name Your Inventory Worksheet

1. **Start the spreadsheet software, and open a new, blank worksheet**.

   For help, see Spreadsheet Skill 1.1: To start spreadsheets software

2. **Rename Sheet 1 with a name that describes the information in the worksheet**.

   For help, see Spreadsheet Skill 3.2: To give a worksheet a new name

3. **Save your work**. Make sure you save your work after every couple of steps you complete.

   For help, see Spreadsheet Skill 1.8: To save a spreadsheet

B. Add Column Headings to Your Worksheet

1. **Type a worksheet title in cell A1. Then, add the column headings to your worksheet. Type "Category" in cell A3, "Item" in cell B3, "Product Number or Description" in cell C3, "Quantity" in cell D3, "Cost per Item" in cell E3, and "Item Subtotal" in cell F3**. Change the column widths or merge cells as needed.

   For help, see:
   Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell
   Spreadsheet Skill 4.2: To change or fix information that is already in a cell
   Spreadsheet Skill 5.6: To change column width
   Spreadsheet Skill 5.10: To combine or merge cells

2. **Enter the Category, Item, Product Number or Description, Quantity, and Cost per Item information in columns A through E**. Make sure you type the information in the correct columns. Change the column widths as needed.

   For help, see Help Guide reference in Step 1

3. **Save your work**.

C. Show Numbers as Decimals, Currency and Percentages

1. **Format the numbers in columns E and F so they look like money or currency**.

   For help, see Spreadsheet Skill 4.9: To show numbers as decimals, currency, and percentages

2. **Save your work**.

D. Insert Formulas

1. **In cell F4, insert a formula that multiplies the quantity in cell D4 by the cost per item in cell E4**.

   For help, see Spreadsheet Skill 7.5: To multiply numbers by writing your own math sentence or formula

2. **In the first empty cell in column E, type "Grand Total". Then in the cell immediately to the right in column F, insert a Sum function to total all of the item subtotals**.

   For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

3. **Save your work**.

E. Sort Information

1. **Sort the rows of information in an order that makes sense**. For example, you might want to sort the information alphabetically according to the category or item.

    For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

    Note: Do not include the grand total information when sorting the information. When sorting information, select only the rows containing the information about the item, not the rows containing the title, the column headings, or the grand total. Then, try a few options and select the sorting option you like best. Remember that you can use the **Undo** function to return the rows to their original order.

2. **Save your work**.

F. Change the Look of Worksheet

1. **Change the look of the worksheet's title**.

    For help, see:
    Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers
    Spreadsheet Skill 5.2: To make words and numbers bigger or smaller
    Spreadsheet Skill 5.3: To change the style of words and number

2. **Select all of the rows containing information (from row 3 to the grand total row). Change the look of the table by applying an AutoFormat**.

    For help, see Spreadsheet Skill: 5.11: To apply an AutoFormat to a worksheet

3. **Save your work**.

G. Delete Unused Worksheets

1. **Delete any unused worksheets**.

    For help, see Spreadsheet Skill 3.3: To remove or delete a worksheet

2. **Save your work**.

H. Inventory Challenge (Optional)

1. **Sort the information alphabetically according to both the category and the item.**

    For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

2. **After applying an AutoFormat, you might want to make minor changes to the text formatting, cell borders, and cell shading that are applied**.
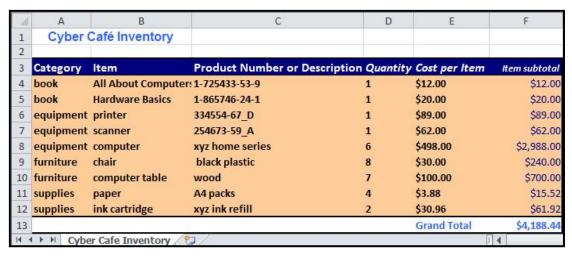
    For help, see:
    Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets
    Spreadsheet Skill 5.9: To add background color or shading to cells, rows, or columns

    Note: When applying the AutoFormat, avoid selecting the top row containing the worksheet title. Explore a few AutoFormats before picking the one you want to use.

3. **Save your work**.

Inventory

	A	B	C	D	E	F
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2						
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13					Grand Total	$4,188.44

Cyber Café Inventory Worksheet Challenge Example

Review Your Work

Look over your inventory worksheet. Make sure it has the following elements:

- A title that explains the type of information in the worksheet

- Information about your items

- Multiplication formulas that calculate the subtotal cost for each item, and a Sum function that calculates the grand total

- Rows sorted in a way that makes sense, and an AutoFormat that makes the information easy to read

If any elements are missing, add them to the worksheet now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Inventory Worksheet

1. **Preview your inventory worksheet before you print it. Set up the document so it prints sideways, or landscape**.

    For help, see:
    Spreadsheet Skill 1.2: To use the Menu (Ribbon) bar
    Spreadsheet Skill 1.3: To use the Standard (Quick Access) toolbar
    Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your inventory worksheet**.

    For help, see Spreadsheet Skill 9.1: To print a worksheet

3. **To select more than one copy you want to print, click the up arrow in the Number of copies list**.

    Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list.

    Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. **Click OK or click Print**.