



Basic Spreadsheet Lab
(30 points)

You have a client that has asked you to put together pricing for a new computer system.

1. Create an Excel spreadsheet showing each component for the workstation, listing the individual prices, and the total for one workstation.
2. Your workstation should include: Case, motherboard, processor, memory, video card, network card, 17" flat screen monitor, keyboard, and mouse. List the name brand for each. (15 points)
3. After you put together your spreadsheet, you went over the quote with your boss. He said to give the customer a 10% discount if they ordered 10 workstations, and 20% if they ordered 20 or more. Add rows to your spreadsheet that shows these discounts. (10 points)
4. At the bottom of your spreadsheet, give the URL('s) where you found the pricing for your items. This does NOT have to be in MLA format. (3 points)
5. Be sure to include your name, and date as part of the spreadsheet; do not write it on the paper. (2 points)
6. Print out your spreadsheet and turn it in.