

Insert header

Create formula in cell D4 to multiply Rebate Rate by Amount Spent, " $=B4*C4$ "

Potential Rebate

Category	Rebate Rate	Amount Spent	Rebate Amount
Gasoline	3%	\$ 1,575.80	\$ 47.27
Restaurants	3%	\$ 1,054.75	\$ 31.64
Travel	2%	\$ 450.95	\$ 9.02
Everything Else	1%	<u>\$ 2,584.32</u>	<u>\$ 25.84</u>
Totals		<u><u>\$ 5,665.82</u></u>	<u><u>\$ 113.78</u></u>

Copy formula from D4 down column for all categories

Setup worksheet with columns for Category, Rebate Rate, Amount Spent, and Rebate Amount

Apply underline to values in last row of numerical data

At bottom of Amount Spent and Rebate Amount columns, create SUM function to add values in column

Apply Double Accounting Underline to totals

Apply appropriate formatting and page setup for readability