



## You Say It's Your BIRTHDAY!



Directions: You have \$1,000 to spend in planning a birthday. You can use the money to throw a party, buy presents, host a dinner or do whatever your family does on birthdays. It can be for your birthday, or for someone you know. Follow the directions exactly to create a spreadsheet to list the items you will need to have the perfect birthday. You have a \$1,000 budget that you must spend, and you must buy fifteen items.

1. Double click on the "Microsoft Excel" icon on the start bar.
2. Click on the letter "A" to highlight the first column, then click on the Format button under the "Cells" group. Select "Column Width" and enter "20."
3. Save your work to your 7<sup>th</sup> Grade Computers folder. Remember to include your log in name and the name of the assignment. (phowe birthday)
4. Click on columns B and C while holding down the shift key. This will allow you to select both columns. Then, click on the "Format" button under the "Cells" tab. Choose column width and enter "15" and "OK."
5. Click on the "B" in column B so that the whole column is highlighted (see sample on back). Now select the "\$" sign under the "Numbers" group. This will make any number entered in this column to automatically have a "\$" sign.
6. Repeat step 5, this time highlighting column C.
7. Click on column A, row 1. And type your first and last name.
8. Click on column A, row 2, and type your period number.
9. Click on column A, row 4, and type the words: Items for Party
10. Click on the column b, row 4 and type the word: Price
11. Click on column C, row 4 and type the word: Remaining
12. Click on the "4" of row four so that the whole row is highlighted (see sample). Hold down the "CTRL" key on your keyboard and press the "B" key. This will make these items bold.
13. Click on column A, row 21, and type: Total
14. Click on column A, row 22 and type: Budget
15. Click on column A, row 23 and type: Amount Left
16. Click on column A, row 24, and type: Average Cost
17. Click on column B, row 21, and type in the formula to add the numbers in B5 through B19
18. Click on column B, row 22, and type: 1,000
19. Click on column B, row 23, and type the formula to subtract B22 from B21.
20. Click on column B, row 24, and type the formula to average B5 through B19.
21. Click on column C, row 5 and type: =1,000 -b5
22. Click on column C, row 6 and type: =C5-B6
23. Press the "Enter" button on your keyboard.
24. With your mouse, right-click on Column C, row 6 and click on "copy."
25. Highlight column C, rows 7 through 19. Right-click on the highlighted cells, and click on "Paste."
26. Fill-in column A, rows 5-19 with items you want to buy for the party. Put the price for each item in the column next to the item (see sample). Make sure you spend exactly \$1,000.
27. Insert a chart (graph) and a picture on your document and save your work.
28. Do the "I'm done with my spreadsheet" Macarena Dance. Tell your teacher he looks great today, and then turn your document into the drop box.



