



Million Dollar Spreadsheet



DIRECTIONS: Congratulations! You won the Lotto! Spend the money on anything you like. Follow the directions exactly to create a spreadsheet to list the items you want. You have a \$1,000,000 budget that you must spend, and you must buy twenty 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 “25.”
3. Save your work to your 7th Grade Computers folder. Remember to include your log in name and the name of the assignment. (phowe millions)
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
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 26, and type: Total
14. Click on column A, row 27 and type: Budget
15. Click on column A, row 28 and type: Amount Left
16. Click on column A, row 29, and type: Average Cost
17. Click on column B, row 26, and type: =SUM(B5:B24)
18. Click on column B, row 27, and type: 1,000,000
19. Click on column B, row 28, and type: =B26-B27
20. Click on column B, row 29, and type: =AVERAGE(B5:B24)
21. Click on column C, row 5 and type: =1,000,000-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 24. Right-click on the highlighted cells, and click on “Paste.”
26. Fill-in column A, rows 5-24 with items you want to buy. Put the price for each item in the column next to the item (see sample). Make sure you spend exactly \$1,000,000.
27. Insert a chart (graph) and a picture on your document and save your work.
28. Do the “I’m done with my spreadsheet” Hula Dance. Tell your teacher how great it feels to be rich, and then turn your document into the drop box.



SAMPLE SPREADSHEET

Click here to highlight the whole row

--COLUMNS--

--ROWS--

	A	B	C
1	Shorty		
2	Period 1		
3			
4	Items	Price	Remaining
5	Gift to Teacher	\$785,000.00	\$215,000.00
6	Things	\$55.00	\$214,945.00
7	That	\$66.00	\$214,879.00
8	The Other Thing	\$83.00	\$214,796.00
9	Whatcha Call it	\$1.00	\$214,795.00
10	Oh That	\$49.00	\$214,746.00
11	Oh This	\$100.00	\$214,646.00
12	Gift for Teacher	\$100,000.00	\$114,646.00
13	Great Thing Here	\$73.00	\$114,573.00
14	Still Thinking	\$44.00	\$114,529.00
15	Yep Another Item	\$100.00	\$114,429.00
16	Still Going	\$299.00	\$114,130.00
17	Car for Teacher	\$100,000.00	\$14,130.00
18	More Samples	\$29.00	\$14,101.00
19	More Samples	\$455.00	\$13,646.00
20	More Samples	\$2,252.00	\$11,394.00
21	More Samples	\$252.00	\$11,142.00
22	More Samples	\$6,677.00	\$4,465.00
23	More Samples	\$4,332.00	\$133.00
24	Last Item Here	\$133.00	\$0.00
25			
26	Total	\$1,000,000.00	
27	Budget	\$1,000,000.00	
28	Amount Left	\$0.00	
29	Average Cost	\$50,000.00	
30			

Click here to highlight the whole

This is how much money you have left after each item