



Perfect Vacation Assignment



DIRECTIONS: You have \$5,000 to spend in planning a vacation for yourself and/or your friend or family. Make sure you include at least transportation, food, hotel, and entertainment. Follow the directions exactly to create a spreadsheet to list the items you will need to have a perfect vacation. You have a \$5,000 budget that you must spend, and you must buy fifteen items. You may use <http://www.travelocity.com> to get an idea about the cost of airfare and hotels. Have a great vacation!

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 7th Grade Computers folder. Remember to include your log in name and the name of the assignment. (phowe vacation)
4. 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.
5. Click on column A, row 1. And type your first and last name.
6. Click on column A, row 2, and type your period number.
7. Click on column A, row 4, and type the words: Items for Vacation
8. Click on the column b, row 4 and type the word: Price
9. 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.
10. Click on column A, row 21, and type: Total
11. Click on column A, row 22 and type: Budget
12. Click on column A, row 23 and type: Amount Left
13. Click on column A, row 24, and type: Average Cost
14. Click on column B, row 21, and type: =SUM(B5:B19)
15. Click on column B, row 22, and type: 5000
16. Click on column B, row 23, and type: =B22-B21
17. Click on column B, row 24, and type: =AVERAGE(B5:B19)
18. Fill-in column A, rows 5-19 with items you will need for your perfect vacation. Put the price for each item in the column next to the item (see sample). Make sure you spend exactly \$5,000.
19. Insert a chart (graph) and a picture on your document and save your work.
20. Do the "I'm done with my spreadsheet" Mambo, tell your teacher how smart you are, then turn your document into the drop box.



Click here to highlight the whole row

--COLUMNS--

Click here to highlight the whole column

--ROWS--

	A	B	C	D	E	F
1	Brittney Spears					
2	Period 1					
3						
4	Items for Vacation	Price				
5	Something	\$34.00				
6	Another Thing	\$55.00				
7	That	\$66.00				
8	The Other Thing	\$83.00				
9	Whatcha Call it	\$398.33				
10	Oh That	\$49.00				
11	Oh This	\$200.00				
12	Er, What	\$1,000.00				
13	Great Thing Here	\$94.00				
14	Still Thinking	\$44.00				
15	Yep Another Item	\$1,000.00				
16	Still Going	\$33.00				
17	Where's the Bunny	\$3,000.00				
18	One More	\$29.00				
19	Last Item Here	\$288.00				
20						
21	Total	\$5,000.00				
22	Budget	\$5,000.00				
23	Amount Left	\$0.00				
24	Average Cost	\$424.89				
25						