New Bike 1

Name: _____ Hour: 1 2 3 4 5 6 7 8

Summer is now almost over and you are ready to buy your new bike. Mom and Dad ask you to get some prices on the bikes you are interested in possibly buying. They were also impressed with the spreadsheet that you made to keep track of your money and suggest that you also make one to figure out which bikes you can afford to buy. They remind you that they will pay for half of the bike and you will pay for other half (including sales tax!)

~~Draw a line though each sentence~~ or use highlighter pen to ensure that you do not skip a step. You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

1. Open Excel and create a blank workbook. Save the file as "New Bike 1"

2. Go to PAGE LAYOUT – PAGE SETUP – MARGINS and set your margins so that you have 1" margins on all 4 sides. Double Click on the worksheet tab on the bottom, name this worksheet "New Bike".

3. Using the rough draft below, type in all the information into the correct cells.

	A	B	C	D
1	Your Name			
2	Which bike should I buy?			
3				
4	Bike	Price	Discount	Total
5				
6	Unicycle	99.99	8.25	?
7	Iron Horse BMX	164.35	10.35	?
8	GMX Topkick	229.95	15.65	?
9	GT Avalanche	389.25	20.75	?

4. Make your columns wide enough to fit the information in them. It is ok for your name and "Which bike should I buy?" to overlap into the next columns.

5. While shopping, the store manager tells you that if you have a Renaissance card that he will give you a discount on some of the bikes! In cell D6, you want to know how much money the bike will cost after you subtract the discount. Use the formula =B6-C6 to find the answer. Type the appropriate formulas in cells D7, D8 and D9.

6. It is time to feed the dog and cat and go to Grandma's house, so you save and close the file.

Put this in your portfolio!

New Bike 2

1. You finished helping Grandma at her house so you open "New Bike 1" to do some more work.

2. Save the file as "New Bike 2".

3. Select all the numbers that are dealing with money and then format them to the currency format by clicking on HOME – NUMBER – GENERAL - CURRENCY. Do not click on the $ sign icon on the Ribbon because it will format the money to Accounting format.

4. Make your columns wide enough to fit the information in them.

5. Later that day you go to the other bike store in town and find two more bikes you really like and they also give discounts to Renaissance card holders. You want one of them to go between the Iron Horse BMX and the GMX Topkick so select row 8 and go to HOME – CELLS – INSERT and from the drop down list choose INSERT SHEET ROWS to insert an empty row.

6. You also need an empty row between the GMX Topkick and the GT Avalanche. Select row 10 and insert a row for this other bike.

7. Look at the shaded cells in the following spreadsheet. Type the new information into the correct cells.

	A	B	C	D
1	Your Name			
2	Which bike should I buy?			
3				
4	Bike	Price	Discount	Total
5				
6	Unicycle	99.99	8.25	?
7	Iron Horse BMX	164.35	10.35	?
8	Razor BMX	194.71	19.25	?
9	GMX Topkick	229.95	15.65	?
10	Zaskar Pro	338.45	34.14	?
11	GT Avalanche	389.25	20.75	?

8. Be sure to type the correct formulas in cells D8 and D10.

9. Adjust the column width if needed; make the columns wide enough so that the words or numbers fit according to the rule you learned in class.

10. It is time to help dad cook dinner, so you save and close the file.

New Bike 3

1. Dinner is over, and your sister has to do the dishes with mom, so you open "New Bike 2".

2. Save the file as "New Bike 3".

3. You are now ready to find out which bike we can buy. Go to cell E4 and type in "My Half". Next, in cell E6, we need to take the Total price of the bike and divide it by two to find out what our half would be. To do this, use =D6/2 as the formula. Now find how much half of the rest of the bikes cost by typing formulas in cells E7, E8, E9, E10 and E11.

4. You are curious how much all the bikes on our list would cost. Type the word "Total" in cell A13 and use the SUM formula to add up cells B6 through B11, C6 through C11, D6 through D11 and E6 through E11 in the appropriate cells. You quickly realize you can't buy them all!

5. Select *all* the cells and change the font to Comic Sans MS 12 by clicking on HOME – FONT. If you need to, make the columns wider so the information fits in them. It is ok if the information in row 1 and 2 overlap into the cells next to them.

6. Select the words "Bike", "Price", "Discount", "Total" and "My Half" in row 4. Now, click on HOME – ALIGNMENT – CENTER icon. Next, click on the BOLD icon.

7. Please center the word "Total" in cell A13 as well.

8. You realize you made a mistake when you typed in the prices. The Iron Horse BMX bike is only 154.35 instead of 164.35. Fix this mistake.

9. You want the computer to print the lines around the cells and also print the names of the columns and rows. Go to PAGE LAYOUT – SHEET OPTIONS – GRIDLINES and check "Print". Do the same for HEADINGS and check "Print".

10. Click in cell A1 and then go to REVIEW – PROOFING - SPELLING to check your work.

11. Print your project and check your work. Be sure to show Mr. Larson your formulas with the CTRL and ~ keys and then you may turn in your work after doing the next step.

12. Draw a star next to the bike you would buy if you really needed to buy a new bike.

13. Write a paragraph just below your spreadsheet about why you think it is fair, or unfair, for students who earned good grades to get a discount on the bike. Also, please tell me if you would give students a discount if you owned a store. Explain how you would decide which bike you would buy if you were really buying a new bike. Make sure your Language teacher would be happy with the paragraph because I may let them read it!

14. You save the project and close Excel so you can go buy the new bike with your mom and dad.

Notes