

Summer Money 1

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

After a spectacular wipeout while trying to jump over the neighbor's dog that was sleeping on the sidewalk, your bike has a bent front wheel and twisted handlebars. You fix it the best you can but you really need a new one since the wheel is still wobbly. You decide to save your money so you can get a really cool one that can do jumps and stuff. Mom and Dad find out about your plan when they see you looking up bikes on the Internet. They tell you that they will pay for half of the cost of the new bike if they don't have to pester you to do the yard work for the next few months. Your computer teacher at school has been teaching you Excel and how it can help you keep track of money so you decide to create a spreadsheet to keep track of your money and help you decide which bike to buy.



Draw a line through 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 "Summer Money 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 Sheet 1 tab on the bottom, name this worksheet "Summer Money".
3. Using the rough draft below, type in all the information into the correct cells.

	A	B	C	D
1	Your Name			
2	My Summer Money			
3				
4		Yard Work	Allowance	Total
5	June	25	7	?
6	July	29	10	?
7	August	35	10	?
8	September	27	10	?

Put this in your portfolio!

4. Make your columns wide enough to fit the information in them. It is ok for your name and "My Summer Money" to overlap into the next columns.
5. In cell D5, you want to know how much money you earned in June. Use the formula =B5+C5 to find the answer. Type the appropriate formulas in cells D6, D7 and D8.
6. It is time for bed so you save your work and close it.



Summer Money 2

1. You wake up on Saturday morning and decide to work on your project some more, so you open “Summer Money 1”.
2. Save the file as “Summer Money 2”.
3. Select all the numbers that should be 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. Your mom reminded you that you earned money in April and May as well so you need to put this into our spreadsheet. To do this, you need move down June so there is room for it. Click on Row 5 and then click on HOME – CELLS – INSERT and from the drop down list choose INSERT SHEET ROWS to insert an empty row. Insert enough rows so you can enter in the new information.
6. Now that we have the two new rows, type in the new information from the spreadsheet below. The new information is in the cells that are shaded.

	A	B	C	D
1	Your Name			
2	My Summer Money			
3				
4		Yard Work	Allowance	Total
5	April	14	7	?
6	May	20	7	?
7	June	25	7	?
8	July	29	10	?
9	August	35	10	?
10	September	27	10	?

7. Be sure to put in the formulas for cell D5 and D6.
8. Did the computer put a dollar sign in front of the new numbers? If it did not, go back to step 3 and follow those instructions to get the dollar signs and then you may continue with the rest of the directions.
9. Adjust the column width if needed; make the columns wide enough so that the words or numbers fit according to the rule we learned.
10. Your favorite cartoon is on, so you save your project and close it.

Summer Money 3

1. The cartoon is over, so you open “Summer Money 2” so you can finish it.
2. Save the file as “Summer Money 3”.
3. Type the word “Total” into cell A12 and use the SUM formula to add up cells B5 through B10, C5 through C10 and D5 through D10 in the appropriate cells.
4. Select *all* the cells and change the font to ARIAL 12 by clicking on HOME – FONT. If you need to, make the columns wider so the information fits in them. It is ok for the information in row 1 and 2 to overlap into the next cells.
5. Select the words “Yard Work”, “Allowance” and “Total” in row 4. Now, click on HOME – ALIGNMENT – CENTER icon. Next, click on the BOLD icon as well.
6. Please center the word “Total” in cell A12 as well.
7. Oops! You realize you made a mistake. You earned 34 dollars in July for Yard Work instead of 29 dollars. Fix this mistake by typing in the correct amount of money!
8. You want the computer to print the lines around the cells and also print the names of the columns and rows. To do this, go to PAGE LAYOUT – SHEET OPTIONS – GRIDLINES and check “Print”. Do the same for HEADINGS and check “print”.
9. Click in cell A1 and then go to REVIEW – PROOFING - SPELLING and spell check your work.
10. Be sure to show Mr. Larson your formulas with the CTRL and ~ keys and after he sees your work, you may print your work. Fix any mistakes you find and print a final copy. Recycle all your papers with mistakes.
11. On the bottom of the paper answer the next three questions. You must write your answers in paragraph format using complete sentences:
 - A. Explain why you think parents sometimes expect their children to earn their own money rather than just giving them money?
 - B. Explain how you would decide whether to give your own children money, or make them earn money when they come and ask you for money to spend on something when you are an adult.
 - C. How much money should Mr. Larson get paid for teaching us this Excel lesson during the two class periods we worked on it together?
12. You are all done with your project, so you save and close the file.



Notes