Student Name

First Excel Project

Type "Code=Period #-PC #

READ INSTRUCTIONS 1ST

#1 Picnic Order

Item	Guests	# for each guest	Quantity	Price	Cost
Burgers	50	2	=b7*c7	$ 0.80	=d7*e7
Buns	50	2	change to 8	$ 0.20	=d8*e8
Chips	50	1	change to 9	$ 0.40	=d9*e9
Soda	50	1	change to 10	$ 0.25	=d10*e10
Popsicle	50	1	change to 11	$ 0.20	=d11*e11
Total Shopping Bill					=SUM(F7:F11)
Picnic Price Per Person					=f12/b7

#2 Wages

Employee	Hours	Wage	Total
Ben	40	$ 8.00	=b17*c17
Jen	40	$ 10.00	you figure out the formula for tow 18
Sven	30	$ 7.00	you figure out the formula for tow 10
Len	25	$ 5.00	you figure out the formula for tow 20
			=sum(d17:d20)
Ben plus Jen		=d17+d18	
Sven plus Len		=d19+d20	

#3 Figuring out the Sale Price

Item	Price	% "OFF" in Sale	Discount	New Price
Shirt	$ 9.99	25%	=B28*C28	=b28-d28
Shoes	$ 29.99	30%	change to the 29th row	
Jeans	$ 42.98	10%	change to the 30th row	
Socks	$ 5.00	50%	change to the 31st row	

Scoring Averages

	Sylvia	Sally	Susan	Stella
Game 1	28	15	40	15
Game 2	27	15	20	20
Game 3	26	15	30	25
Game 4	25	15	10	30
Game 5	24	15	5	35
Average	=AVERAGE(b35:b39)			

INSTRUCTION BOX - DO NOT TYPE IN THE WORDS IN THIS BOX.

Enter the data and formulas as shown on the left. Be VERY CAREFUL to put the numbers in exactly the same cells as the example or the formulas won't work.

In #1 **Picnic Order,** it's a pretend picnic and you are trying to figure out how much it's going to cost.

Highlight Cells D7 to F13 and click on the **$** icon on the toolbar. That will automically put in the $ sign and the decimal point. **Remember: You can save a lot of time if you copy the formula. Point to the lower right hand corner of Cell D7, hold down the mouse button an drag to row 11.**

You can put any formula, anywhere. So, in cell F13, I decided to figure out how much it costs to feed each person at the party. Divide the **Total Shopping Bill** by the **Number of Guests** to figure out the **Picnic Price Per Person [Save the project - keep going]**

In #2 **Wages** you will see that you are figuring out how much to pay people for their work. The first employee is on the 16th row and the formula is =b17*c17. You need to figure out the formula for the 18th, 19th and 20th rows. [Save the project - keep going]

In #3 **Figuring out the Sale Price** you need to type the % sign. So, in cell C28, type 25 and hit the % sign and then hit enter. Notice the formula in E28 is a subtract formula. [Save the project - keep going]

#4 **Scoring Averages** Hint: type the numbers in Column B and then do Column C. Type the average formula in Column B, C, D and E.

Save the project and print.