12 DAYS OF MIDDLE SCHOOL

Extra credit spreadsheet

Follow these directions for setting up your spreadsheet to calculate how expensive middle school can be. Extra credit must be printed and turned in by 2:50 on Friday, May 15 to receive points.(up to +15)

1. Open Microsoft Excel OR Google Spreadsheets.
2. Go to File -> Page Setup -> Choose Landscape -> OK to change the orientation of the page in case you print these.
3. In cell A1, type your name.
4. In cell A2, type **12 Days of Middle School**.
5. Skip cell A4, but starting in B4 and going across type **Day 1, Day 2, Day 3** and so on until **Day 12** is in M4.
6. Type **#of items** in N4.
7. Type **Cost per item** in O4.
8. Type **Total Costs** in P4.
9. Starting in A5 and going down, type in the items in order that will be given by the teacher. (i.e. A5 will be **locker**, A6 will be **friends**, etc.)
10. Then enter the quantity of each item in the appropriate cell. (i.e. B5 will have 1 for one locker, C5 will have 1 and C6 will have 2 for 2 news friends and a locker, etc.) Continue this pattern until you have all gifts entered.
11. Once all gifts are entered, we will have the spreadsheet calculate the number of items. Highlight cells B5-N5 and click the Autosum button (Σ) on your toolbar. It should automatically calculate the sum of those cells and put the total in N5.
12. Now to copy that formula to the rest of the cells in N, select N5, then click on the fill handle to use Autofill, holding and dragging down to N16 and stop. You should see the totals in the entire column now.
13. Enter the cost per item from your worksheet in column O.
14. To calculate the Total Costs, select P5 and type the formula **=N5*O5.**
15. Use Autofill to copy this formula down the same way you did for column N.
16. In N18 type **Grand Total**.
17. Highlight P5-P18 and click the sum button (Σ) on your toolbar.
18. Now you should see the total cost of middle school in P18.
19. Use skills that we have learned to format the rest of the spreadsheet so that it is easy to read and understand. Adjust column width, row height, change formatting for title or column headings, etc. Basically, you will make the spreadsheet look like a nice, well-presented, finished product. You may also add images or color to your document.
20. Do not forget to set the Print Area and do a Print Preview before printing to make sure you only have a one-page document!