



HOLIDAY HOMEWORK
CLASS 8

SUMMER BREAK 2018-19
SUBJECT : ICT

Birthday Party: Excel Exercise

Overview: In this activity, you will use a spreadsheet file to plan for a birthday party. In the spreadsheet, you will enter party items and construct formulas that perform several calculations related to the event.

1. Open a new spreadsheet file.
2. This year, \$60.00 has been budgeted for your birthday party. You will invite 11 people to this party. That means, including you, there will be a total of 12 people at the party. You decide to create a spreadsheet to keep track of party expenses. Your goal is to keep the cost of the party under \$60.00 so that additional money does not need to be contributed to the party budget. Enter the information below into your spreadsheet.

	A	B	C	D
1	Birthday Party/12 Guests			
2				
3	Items	How Many?	Cost Per Item	Total
4	Dinner Plates		0.1	
5	Dessert Plates		0.05	
6	Party Napkins		0.05	
7	Party Cups (8 ounces)		0.06	
8	Balloons (10 per pack)		1.5	
9	Party Decorations (1 set)		5	
10	Pizza (10 slices per pizza)		12.95	
11	Sub Sandwich (feeds 8)		15	
12	Bottle of Soda (64 ounces)		1.99	
13	Birthday Cake (16 slices)		8	
14	Large Bag of Potato Chips		3	
15			Total	
16			Over Budget	

Reminders:

- To erase a mistake in the spreadsheet, click in the cell containing the error and press <Backspace>.
 - To insert an additional row into the spreadsheet, click on the row number below where you want a row inserted. Then go to **INSERT** and choose *Rows*.
 - To delete a row from the spreadsheet, select a row by clicking on the row number. Then go to **EDIT** and select *Delete*.
3. Formatting Adjustments
 - A. Change the width of columns A and B so that all of the cell content is displayed.
 - B. Select cells A3 through D3.
 - C. Add a bottom border to these cells.
 - D. Choose a fill color for these cells.
 - E. Choose a font color for these cells.
 - F. Select cells A14 through D14.
 - G. Add a bottom border to these cells.
 - H. Select cells C4 through D14.
 - I. Format these cells for currency.
 - J. Format D15 and D16 for currency as well.
 - K. Right-align the words in cells B3, C3, and D3. Also right align cells C15 and C16.

NOTE : Send your mail to holidayhomework.ecole@gmail.com and yourself.