

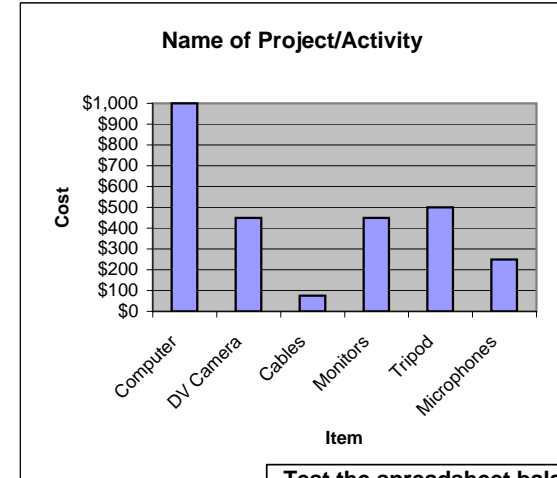
PROJECT OR EVENT ITEMIZED BUDGET - 50 Points

INSTRUCTIONS

1. Think of a project or event that you could plan, build or put together that requires many individual items that you need to list in order to stay on budget.
Possible topics are car restoration, sound system, party, big date, prom outfit, trip, or ?
2. The Event or Project must be well-thought out and realistic
3. **Amount of funds available must be a realistic amount - this is not a fantasy project**
4. **YOUR CELL REFERENCES WILL BE DIFFERENT THAN THE EXAMPLE**
5. Expenses: List at least **ten** separate items
At least five items must have more a quantity of more than one
6. Show number of items in one column and cost in another column. Do not mix data and text in the same cell.
7. Balance: Funds Available minus Total Cost. This will tell you how much money is left. (May not be a negative number)
8. Layout: Landscape
9. **Wrap Cells: Highlight all cells > Rt. Click > Format Cells > Select: Wrap text**
10. Format columns and rows and chart so everything fits on one page
11. Insert header in proper form;
12. Show grid
13. Show Formulas: Tools > Options > Select Formulas
14. Widen margins if necessary: File > Page setup > Margins **or** Print Preview > Margins > Drag margin sliders
Preview > Make sure that you print to one page. You should not have a "Next" button in the Preview window
15. Print on one page: Grid, Landscape, Formulas, Header

CHART

Create Column Chart of Item and Amount
 X Axis: Item Y Axis: Total Cost
 Y Axis should range from 0 to highest dollar amount:
 (Double-click Value Axis > Format Axis > Scale > Maximum:
 Largest expense)
 Highlight items and total costs columns by holding down the control key while you click & drag



Test the spreadsheet balance and the chart:
 Change the amount you spend on one item. The balance and the chart must change also.

EXAMPLE

Title: Merge, center and bold

Video Studio			
		Funds Available:	5000
Item	Quantity	Individual Cost	Total Cost
Computer	1	1000	=AE20*AF20
DV Camera	1	450	
Cables	5	15	
Monitors	3	150	
Tripod	2	250	
Microphones	5	50	
Total Cost			=SUM(AG20:AG25)
Balance			=AG16-AG26

Center all headings

Currency formatting does not show when formulas are shown

Your cell references will be different

Auto Fill
 Turn the mouse into a plus sign and drag on the bottom-right corner of the cell

Total: Use **AutoSum** (click on the "backwards E")

Balance: Funds Available minus Total Cost

Numbers move to the left of the cell when Show Formulas is on