

Excel Part 2: Craft Store Budget

Thursday February 17, 2022

Review

- What is “text wrapping” of images and what are some examples?
- Describe one way to add an image to a Word document.
- What are some examples of the Data Types you can find in Excel?
- What is a Function in Excel?

Set up

- 1 Open Chrome and go to the “Tiko Computer Class” bookmark we made yesterday
- 2 Click on “Craft Store data” to download an “.xlsx” file
- 3 Open Microsoft Excel, then select to open the “.xlsx” file you just downloaded

Create a budget

- 1 Complete the “Total” column in the “Expense” table. The total is Cost times Number.
- 2 Complete the “Total” column in the “Income” table. The total is Price times Number.
- 3 Calculate the total Expenses on line 16.
- 4 Calculate the total Income on line 17.
- 5 Calculate the total Profit on line 18. The total is Income minus Expenses.

- 6 Let’s assume you always sell everything that you make. Update the “Number” column in the “Income” table to be equal to the corresponding value in the “Number” column in the “Expenses” table. Now when you change the Number of Shawls on line 2, the value will also change on line 10.
- 7 Add “Conditional Formatting”. When the Profit is a positive number, change the cell color to Green. When the Profit is a negative number, change the cell color to Red. When the Profit is zero, change the cell color to yellow.

Explore the data

- If you could sell one more item per month, which one would you want to sell and why? Change the different values in the “Number” column of the “Expenses” table to find out.
- Change the Price for a Shawl in the “Expenses” table from 300 to 100. What does this do to your profit?
- If you could increase the price on just one item by 5 kwacha, which item should you choose and why? Change the different values in the “Price” column of the “Income” table to find out.
- You found a new fabric supplier! Your elephant dolls now only cost you 5 kwacha each to make. Update your budget to find out how much your Profit will increase as a result.