

# SPREADSHEET APPLICATION 2

- Objectives**
1. Create spreadsheet
  2. Change column width
  3. Subtract two cells with a cell reference formula
  4. Format the spreadsheet to make it easier to read
  5. Printing showing formulas (ctrl-~)

**Instructions** Michelle Atkinson would like to buy a new bicycle, but she found that they are expensive. She decided to save some money each week. Use the following information to complete a cash flow analysis for Michelle. She earns \$20.00 for mowing the neighbor's lawn, \$26.00 for delivering newspapers, \$18.00 for babysitting, and receives a \$15.00 allowance each week. She spends about \$16.25 on school lunch, \$6.00 a week on snack food, \$9.00 a week going to the movies or renting DVDs, and \$15.00 a week on clothes.

1. Create a spreadsheet. See the rough draft.
2. Use the currency format in columns B and C.
3. **Save** the spreadsheet as SS2.
4. Enter all labels and values according to the rough draft. **Indent** the labels (**4 spaces and 8 spaces**) according to the rough draft.
5. Adjust the width of column A so that all the labels fit. **Don't make it too wide!**
6. Create a **=sum** formula to determine the **Total Weekly Income**.
7. Create a **=sum** formula to determine the **Total Weekly Expenses**.
8. Enter a formula to determine the **Weekly Savings**. Weekly savings is:  
**=Total Weekly Income cell-Total Weekly Expenses cell**
9. **Format** the spreadsheet to **make the 4 sections easier to read**. Use fonts, colors, bold, italic...what ever it takes to make it look good!
10. Place your name and assignment (SS2) in a custom header's center section.
11. Type your answers to the completion questions on the bottom of your spreadsheet.
12. **Be sure all the original values are on your spreadsheet and print two copies:**
  - A. Normal print (color printer if you used color)
  - B. Showing formulas (CTRL-~) in black and white

**Staple the two printouts together when turning them in.**

# Completion Questions

Type the answers the following questions at the bottom of your spreadsheet

1. How much of an allowance does Michelle receive each week?
2. How much does Michelle spend each week on snack food?
3. What is the formula used to determine the *Total Weekly Income*?
4. What is the formula used to determine the *Total Weekly Expenses*?
5. What is the formula used to determine the *Weekly Savings*?
6. What would the *Weekly Savings* be if her allowance were \$7.50 and her newspaper earnings were \$31.25.
7. **Continuing from questions #6**, what would the *Weekly Savings* be if she spent \$23.00 on clothes each week?

**Put in the original values back in the spreadsheet.**

## Michelle's Cash Flow Spreadsheet

	A	B	C
1	Michelle Atkinson Cash Flow		
2			
3	Weekly Income		
4	Lawn Mowing	?	
5	Paper Delivery	?	
6	Babysitting	?	
7	Allowance	?	
8	Total Weekly Income		<i>Formula</i>
9			
10	Weekly Expenses		
11	School Lunch	?	
12	Snack Food	?	
13	Movies and DVDs	?	
14	Clothes	?	
15	Total Weekly Expenses		<i>Formula</i>
16			
17	Weekly Savings		<i>Formula</i>