

SPREADSHEET APPLICATION 1

- Objectives**
1. Create, save, and print a spreadsheet
 2. Adjust column widths
 3. Use Currency format
 4. Use a =SUM function formula

Instructions Many people do not know how much money they spend every week or what they spend it on. Anyone, including you, can keep track of how money is spent by using a spreadsheet. You are to create a spreadsheet to show how much money you spent last week and what you spent it on.

1. Check the sample on the back of these directions.
2. Format column C for **currency**.
3. Save the spreadsheet as **SS1**.
4. Enter the row and column labels.
5. Adjust column A and B so all the labels fit.
6. Align column C to the **right** so the values and label line up better.
7. Enter the values for each expense.
8. Enter the formula to total the *Amount* column. Use the =SUM function formula to total this column.
9. Place your name and assignment (SS1) in a custom header's center section.
10. Type the answers to the following completion questions on the below your spreadsheet
11. Print your spreadsheet.

Completion Questions

Answer the following questions on the front of your printout.

1. How much money did you spend on Friday?
2. What is the total amount of the week's expenses?
3. What is the formula that is used to find the total?
4. What **formats** were used in column C (Amount column)?
5. What if you spent \$65.95 on the fleece instead of \$95.00, what would the new total amount be for the week?

TOTAL WEEKS EXPENSES SPREADSHEET

	A	B	C
1	Date	Expense	Amount
2			
3	Sunday	Candy	\$2.50
4	Monday	Northface Fleece	\$95.00
5	Tuesday	Pop	\$2.25
6	Wednesday	Chips	\$1.25
7		Pop	\$2.25
8	Thursday	Gum	\$0.95
9	Friday	Movie	\$8.00
10		Popcorn	\$4.50
11		Pop	\$3.75
12	Saturday	CD	\$8.15
13			
14		Total Expenses	(formula)
