

# EXCEL ACTIVITY

## SPENDING A MILLION DOLLARS!



**Learning Goal:** Students will be able to Format and Adjust basic formulas in an Excel spreadsheet.

**Vocabulary:** Formula, Cell, Cell Reference, Orientation, Header/Footer, Cell Format

**CONGRATULATIONS!!** You have just inherited \$1 million dollars! (\$1,000,000!) Let's see if you can spend EXACTLY one million dollars on 10 different items. You may purchase more than one of a particular item, but you MUST have 10 items listed. The spreadsheet will help you decide how to spend your money.)

### Directions:

1. Open a new Excel spreadsheet. Make the initial changes to landscape format and add a center footer with name "One Million Dollars". In the Left footer, type your name. In the right footer, use the insert date feature under header footer tools to insert the current date.
2. Be sure to perform a "Save As" and save the file to your student numbers

	A	B	C	D
1	Item	Cost of Item	How Many?	Total
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12			Grand Total	
13				

3. Set up your spreadsheet file so that it looks like this:

4. Make the following formatting changes:
  - A. Widen columns as necessary.
  - B. Bold the labels in Row 1 and cell C12.
  - C. Right align the contents of columns B, C, and D.

- D. Format the numbers in columns B and D for currency.
- E. Add whatever borders

and fill colors desired to make the spreadsheet exciting and appealing!

- In cells A2 through A11, type in the name of each of the ten items you would buy if you had a million dollars to spend. After typing all of the information, make column A wide enough to display the longest entry. Your spreadsheet entries should look something like this, based on your individual purchase choices.

	A	B	C
1	Item	Cost of Item	How Many?
2	Log Cabin		
3	Convertible Car		
4	Tennis Bubble		
5			

- Enter the cost of each item and type these amounts into cells B2 through B11. After typing the cost of each item, one or more of your cells might be filled with number signs instead of actual numbers. **The # symbol indicates that the column is too narrow to display the entire number. Increase the column width until the entire number shows.**

	A	B	C
1	Item	Cost of Item	How Many?
2	Log Cabin	#####	
3	Convertible Car		
4	Tennis Bubble		
5			

	A	B	C
1	Item	Cost of Item	How Many?
2	Log Cabin	\$ 150,000.00	
3	Convertible Car		
4	Tennis Bubble		
5			

- In Column C, type the quantity of each item that you would purchase.
- In Column D, figure out the total cost of each item. Use cell addresses to build the formulas. Remember Total cost will be How Many times the Cost of Each Item. Use the Fill Down feature to copy this formula to the rest of Column D through D11.
- Click on Cell D12. Figure out the Grand Total of all your purchases using the  $\Sigma$  icon or the Sum Function. Remember the Grand Total must add up to exactly one million dollars (that's \$1,000,000.00). If it does not add up to exactly one million, then begin experimenting with the numbers. Maybe you need more or less of something. Maybe the cost of an item is too much or too little.
- As you make all these adjustments, aren't you glad you used formulas based on cell addresses? Otherwise you would have to figure the total by hand each time! Spreadsheets can make life so wonderful! And money so easy to spend!

11. Print Preview. Compare to Answer Sample. Save as "One Million Dollars. Submit using Edmodo or as directed by your teacher. **Do not print unless directed to do so by the instructor.**



viola:

What would I spend a million dollars on?  
Maybe a new spaceship?