



Excel Graded Project

Your project must be submitted as an Excel workbook (.xlsx, .xls). Your project will be individually graded by your instructor and therefore may take up to seven days to grade.

To submit your graded project, proceed to the Lesson Assignment page in the course. Follow the instructions provided to upload the file and submit it for grading.

Be sure to keep a backup copy of any files you submit to the school!

After your assignment has been graded, feedback will be available on the Lesson Assignment page within the course. It will have an option to download the feedback from the instructor.

Introduction

This project requires you to develop a spreadsheet that tracks the cost of elementary school supplies distributed to teachers over a two-month period. You'll assume the role of Office Manager, who has multiple responsibilities, including distributing and maintaining classroom supplies. For this project, you must prepare an Excel spreadsheet and chart that will be sent to the school District Manager.

Instructions

Create a Spreadsheet

1. Start Excel and create a blank workbook.
2. Enter the data shown in the following table and then format, sizing columns as necessary and right-aligning all number values. Save your file, naming it **School Supplies**.

Any Town Elementary School							
School Supplies Distribution							
Classroom Supplies	Cost/Unit	Sept. Units	Sept. Cost	% of Grand Total	Oct. Units	Oct. Cost	% of Grand Total
Copy Paper	3.99	40			32		
#2 Pencils	0.75	29			12		

Pens	4	22			8		
Highlighters	3.29	12			10		
Markers	4.79	35			22		
Crayons	3.1	15			7		
Colored Pencils	2.29	60			28		
Staples	1.89	12			4		
Tissues	1.49	22			9		
Hand Sanitizer	2	16			7		

3. Merge and center cells A1 through H1. Format the school name as Title style.
4. Merge and center cells A2 through H2. Format the label as Heading 1 style.
5. Bold the labels in row 4 and right align the labels above the numeric values.
6. Format the Cost/Unit values as Currency with 2 decimal places. Your spreadsheet should look like the figure below.

	A	B	C	D	E	F	G	H	I
1	Any Town Elementary School								
2	School Supplies Distribution								
3									
4	Classroom Supplies	Cost/Unit	Sept. Units	Sept. Cost	% of Grand Total	Oct. Units	Oct. Cost	% of Grand Total	
5	Copy Paper	\$3.99	40			32			
6	#2 Pencils	\$0.75	29			12			
7	Pens	\$4.00	22			8			
8	Highlighters	\$3.29	12			10			
9	Markers	\$4.79	35			22			
10	Crayons	\$3.10	15			7			
11	Colored Pencils	\$2.29	60			28			
12	Staples	\$1.89	12			4			
13	Tissues	\$1.49	22			9			
14	Hand Sanitizer	\$2.00	16			7			
15									

7. In column D, enter appropriate formulas to calculate the September costs for each school supply. Your formulas must use cell

references. Format the calculated values as Currency with 2 decimal places.

8. In cell A16, enter the label "Grand Total" and format it as bold.
9. In cell D16, enter a formula that uses a function to calculate the total of the column.
10. In column E, enter formulas that calculate the percentage of the grand total for each type of school supply (total cost of each item divided by the grand total). Your formulas must use appropriate absolute cell references. Format the calculated values as Percentage with 0 decimal places.
11. In cell E16, enter a formula that uses a function to calculate the total of the column (it should total 100%).
12. Repeat the process you used in steps 7–11 to calculate values for October.
13. Sort the school supplies alphabetically. (Be sure to select cells A5:H14 to sort the entire row of data.) Your spreadsheet should look similar to the figure below.

	A	B	C	D	E	F	G	H	I
1	Any Town Elementary School								
2	School Supplies Distribution								
3									
4	Classroom Supplies	Cost/Unit	Sept. Units	Sept. Cost	% of Grand Total	Oct. Units	Oct. Cost	% of Grand Total	
5	#2 Pencils	\$0.75	29	\$21.75	3%	12	\$9.00	2%	
6	Colored Pencils	\$2.29	60	\$137.40	18%	28	\$64.12	15%	
7	Copy Paper	\$3.99	40	\$159.60	21%	32	\$127.68	30%	
8	Crayons	\$3.10	15	\$46.50	6%	7	\$21.70	5%	
9	Hand Sanitizer	\$2.00	16	\$32.00	4%	7	\$14.00	3%	
10	Highlighters	\$3.29	12	\$39.48	5%	10	\$32.90	8%	
11	Markers	\$4.79	35	\$167.65	22%	22	\$105.38	25%	
12	Pens	\$4.00	22	\$88.00	12%	8	\$32.00	7%	
13	Staples	\$1.89	12	\$22.68	3%	4	\$7.56	2%	
14	Tissues	\$1.49	22	\$32.78	4%	9	\$13.41	3%	
15									
16	Grand Total			\$747.84	100%		\$427.75	100%	
17									

14. Save the modified spreadsheet.

Create a Chart

1. Create a chart by first selecting the cell ranges for the chart. Drag from cell A4 to A14 to select the range and then press and hold the **Ctrl** key while you drag from cell D4 to D14. Continue to press and hold the **Ctrl** key while dragging from cell G4 to G14. Your selected cells should look like the figure below.

	A	B	C	D	E	F	G	H
1	Any Town Elementary School							
2	School Supplies Distribution							
3								
4	Classroom Supplies	Cost/Unit	Sept. Units	Sept. Cost	% of Grand Total	Oct. Units	Oct. Cost	% of Grand Total
5	#2 Pencils	\$0.75	29	\$21.75	3%	12	\$9.00	2%
6	Colored Pencils	\$2.29	60	\$137.40	18%	28	\$64.12	15%
7	Copy Paper	\$3.99	40	\$159.60	21%	32	\$127.68	30%
8	Crayons	\$3.10	15	\$46.50	6%	7	\$21.70	5%
9	Hand Sanitizer	\$2.00	16	\$32.00	4%	7	\$14.00	3%
10	Highlighters	\$3.29	12	\$39.48	5%	10	\$32.90	8%
11	Markers	\$4.79	35	\$167.65	22%	22	\$105.38	25%
12	Pens	\$4.00	22	\$88.00	12%	8	\$32.00	7%
13	Staples	\$1.89	12	\$22.68	3%	4	\$7.56	2%
14	Tissues	\$1.49	22	\$32.78	4%	9	\$13.41	3%
15								
16	Grand Total			\$747.84	100%		\$427.75	100%
17								

2. Insert a 3-D Clustered Column chart.
3. Change the chart title to read "Cost of Supplies."
4. Position the chart with the upper-left corner in cell A18 and then size the chart until it extends to column H, as shown in the figure below.



5. Save and close the workbook.

Scoring Guidelines

Rubric

Skill/ Grading Criteria	Exemplary (4)	Proficient (3)	Fair (2)	Poor (1)	Not Evident (0)	Pe
Enter data	The correct data has been entered into the appropriate cells.	Most of the correct data has been entered into the appropriate cells.	Some of the correct data has been entered into the appropriate cells.	Minimal correct data has been entered anywhere.	No attempt has been made to enter data into the spreadsheet.	

Format spreadsheet	<p>All columns are sized appropriately to display labels and values.</p> <p>All cells are in the indicated style.</p> <p>Labels in rows 1 and 2 have been merged and centered above the appropriate cells.</p> <p>The appropriate labels have been formatted as instructed.</p>	<p>Some columns are sized appropriately to display labels and values.</p> <p>All cells have a style applied, but they're in the wrong style.</p> <p>The label in one row has been merged and centered.</p> <p>Some of the appropriate labels have been formatted as instructed.</p>	<p>Few columns are sized appropriately to display labels and values.</p> <p>One cell has an applied style in the indicated style.</p> <p>The label in either row 1 or 2 has been merged without centering.</p> <p>Appropriate labels have some formatting but may not be formatted as instructed.</p>	<p>Only one column is sized appropriately to display labels and values.</p> <p>One cell has an applied style, but it's the wrong style.</p> <p>An attempt has been made to center labels above the data.</p> <p>Some labels have been formatted.</p>	<p>No attempt has been made to change column width.</p> <p>No attempt has been made to apply Excel styles.</p> <p>No attempt to merge cells or center labels has been made.</p> <p>No attempt to format labels has been made.</p>
Cells formatted	<p>The appropriate values have been formatted as currency with two decimal places.</p> <p>The appropriate values have been formatted as percentage with no decimal places.</p>	<p>The appropriate values have been formatted as currency without two decimal places.</p> <p>The appropriate values have been formatted as percentage with decimal places.</p>	<p>The appropriate values display a \$ symbol but haven't been formatted as currency.</p> <p>The appropriate values display a % symbol but haven't been formatted as percentage.</p>	<p>The wrong values have been formatted as currency.</p> <p>The wrong values have been formatted as percentage.</p>	<p>No attempt has been made to format values as currency.</p> <p>No attempt has been made to format values as percentage.</p>
Use formulas with relative cell	All cost values have been calculated using two relative cell references.	Cost values have been calculated using one relative cell reference.	N/A	N/A	Cost values don't use any cell references.

references						
Use formulas with absolute cell references	The % of grand total values have been calculated with a formula that includes an absolute cell reference.	Some % of grand total values have been calculated with a formula that includes an absolute cell reference.	N/A	N/A	The % of grand total values haven't been calculated using absolute cell references.	
Use formulas with functions	All grand total values have been calculated using a SUM function.	N/A	Grand total values have been calculated using a SUM function but without including all cell references.	N/A	Grand total values have been calculated using a SUM function but without including all cell references.	
Sort data	Supply data (rows 5 through 14) has been sorted alphabetically by supply name.	Supply data (rows 5 through 14) has been sorted in reverse alphabetical order or by something other than supply name.	N/A	Only the supply data in column A has been sorted, making the spreadsheet data inaccurate.	No attempt has been made to sort the data.	
Create a chart	A 3-D Column chart has been created using the correct data.	A chart of any type has been created using the correct data.	A chart has been created using some of the correct data.	An attempt to create a chart has been made.	No attempt has been made to create a chart.	
Format and place the chart	The chart title has been changed appropriately. The chart has been moved and sized to the specified location and dimensions.	The chart title has been changed to unspecified text. The chart has been moved to the specified location or sized, but not both.	N/A	N/A	No attempt has been made to change the chart title. No attempt has been made to move or size the chart.	

Submission Checklist

Before submitting your project, make sure you've correctly completed the following:

- Create, save, and name an Excel file.
- Enter data and labels.
- Format labels with indicated styles.
- Merge and center labels.
- Format data with Currency and Percentage formats to the correct number of decimal places.
- Size columns appropriately.
- Use formulas that include cell references and a function where applicable.
- Use relative and absolute cell references in formulas.
- Sort data.
- Create a chart from nonadjacent data.
- Edit a chart.