

COMP 1100 SPREADSHEET DESIGN & PRODUCTION

PROJECT #2 **DUE DATE:** Submit before **April 12(revised from April 5), 2020** at **11:00 pm**

GRADE: 45 marks (10% of the final grade)

Part 1: **Chapter 5 Case Study - Part 1 ONLY - pages 41 and 42 in the Chapter 5 workbook**

Complete the case study by following the instructions given in the text with the following clarification and exceptions:

- IGNORE all instructions to print and to put a header in each worksheet.
- When finished you should have 4 worksheets.
- The Summary worksheet should be organized in the same layout/format as the Quarterly worksheets (4 columns) and should sum the values from each of the individual worksheets. For example: if the value for Production Supplies is entered in cell B4 in all 3 worksheets, the same cell in the Summary sheet (cell B4) will display the total of the Production Supplies for January, February, and March. Following this example, cell B4 in the Summary sheet must contain a 3-D formula to receive full marks.

- Use the following resources to help you learn how to create a 3-D formula:

YouTube video that shows how to create a 3-D formula:

[YouTube Video on 3-D Referencing](#)

Microsoft web page with step-by-step instructions on 3-D formulas:

[Microsoft Office Support Web Page on 3-D Referencing](#)

- SAVE the workbook as **GGExp-YourName**.

Part 2: **Vacation**

During the COVID-19 self-quarantine period, to cheer your spirit, you decide to plan for a 7-day vacation to any destination of your choice – Paris, Caribbean, Bali, (as examples) for December this year. **The dates for your trip are Dec. 12 to Dec. 19, 2020.** You can choose to travel from Toronto or either of these US border cities: Detroit or Buffalo.

- 1) Download the Excel Vacation workbook from the Projects Content page to use as a template to create a Vacation Budget worksheet.
 - a) Use the labels in the worksheet to help you add the required information in the Documentation section (D1:G6). For full marks at least two travel websites should be used to complete Part 2.
 - b) Browse your favourite travel websites and enter an estimate of the cost for each item in rows 14 to 16 to the destination of your choice. Note that the column heading for the costs specifies the values are to be converted to Canadian dollars with all taxes included if available.
 - c) Include six other expenses related to your planned vacation (car rental, tours, souvenirs, park entry fees for places like Disney World, etc.) in rows 17-22. Revise the labels to appropriately reflect the type of expense you are reporting.

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- d) Find and add an appropriate online image at the top of the worksheet. Resize the image proportionally to fit the space in A1:C8. Use your judgment to resize or crop the image so that it looks good above the worksheet.
- e) Use a function to calculate the total estimated costs at the bottom of column B.
- f) Enter a formula to calculate the cost per day in B25.
- g) Create a chart (you choose the type) in this same worksheet to display the estimated costs by each expense type for this trip. Add chart elements and format the chart in a professional, easy to understand manner. The worksheet and the chart must remain together on the same sheet tab. Make sure the chart is readable. (Consider reviewing the resources on the WEEK 10 & 11 Content page with tips for creating effective charts.)
- h) Copy the completed vacation worksheet to the END of the file from **Part 1**.
The GGExp-YourName workbook should now contain 5 worksheets.
Rename the copied sheet MyVacation and change the sheet tab to a color of your choosing.

Submission:

SUBMIT the Excel workbook **GGExp-YourName.xlsx** to the Project #2 submission folder. Marks will be deducted if you submit Part 1 and Part 2 as separate files.