

ART 109 GARY MESA-GAIDO ASSIGNMENT #4 "Spread Sheet" (Excel Spread Sheet Production Project)

This assignment is designed to help you furthering your knowledge in AppleWorks and Excel spreadsheet applications. You will be producing 2 documents with the spreadsheet application. Using AppleWorks or Microsoft Offices' spreadsheet program (Excel) to create two of the following:

1. A flow chart of your weekly activities
2. A student grade calculator (yours or a fictitious class)
3. A monthly school or home budget
4. A planner or organizer like a sport-tracking planner.

Use the rows and columns in the spreadsheet application as a grid for organizing your information. For example, if you chose the first problem make the top row be the days of the week and the first column could represent the time in each day. Use half hour increment or use 70-minute increments, which would produce a more accurate time schedule due to the fact that our classes at M.S.U. are based on that system. Under the calculate menu chose the fill special option and follow the correct steps to create the desired effect. Use different colors or shades of gray and patterns to distinguish times that you are in class from free time. Beware of the patterns and colors that you choose, the text need to be readable. For example, if you create a cell or several cells that are black, don't use black text in that cell; use white text so it shows up, etc. Please use common sense when creating you weekly flow chart. Please note if you are creating a budget for yourself this should be an actual budget from your own expenses. Make it applicable to your life. This document will have to contain some simple functions such as, (SUM), (AVERAGE) etc. You may use some of the assistants or wizards from the project gallery. You can use the top row to list months of the year and the far left column to list the various expenses that you have, ex. Rent, Food, Utilities, Books, Entertainment, Gas, Loan payments, etc. When you print don't forget to setup your page first, under the options menu choose the larger print area command and in the print command dialogue box uncheck the boxes beside the print cell headings and column headings if you don't want the 1,2,3s, & A,B,Cs to print on your spreadsheet. I need the printed and digital files handed into me on the date that I give you in class.

Due date: Will be given in class.