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**Activity**

It’s My Party

MODULE 6: Spreadsheet Applications

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 6: Spreadsheet Applications

## Activity: It’s My Party

The student uses the Internet to find the cost of items needed for the party at online stores, then edits the data in the pre-made **It’s My Party spreadsheet** by entering new data, formatting cells, creating a chart, and using formulas.

## Standards Assessed

* **06.01** Manipulate the worksheet by using the ribbon tabs, group settings, importing data/database, manipulating properties, files, and folders.
* **06.02** Create cell data and apply auto fill.
* **06.03** Format cells and worksheets (e.g., by applying and manipulating cell formats, styles, merging and splitting cells, create row and column titles, hide and unhide column titles, rows and columns, page setup options, and manipulating views/themes).
* **06.04** Create and analyze formulas and functions (e.g., apply conditional formula logic, name, and cell ranges).
* **06.05** Create and modify charts and images. (e.g., pivot tables)
* **06.08** Interpret data online graphs, pie charts, diagrams, and tables.

## Teacher Notes

Teachers can use whatever spreadsheet software is available for the students such as Microsoft Excel or other spreadsheet application compatible with .xlsx files. Use other online resources to help students learn the details of a specific product.

If students do not have Internet access to find the cost of items needed for the party at online stores, you could provide a list of prices.

## Estimated Student Completion Time

* 45 minutes x 1-2 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

Use the table below to make sure students cover all required elements in the assignment.

| **Requirements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Appearance**   * Merged title across the top row * Used color for category headings and column(s) * Used currency in dollars with 2 decimal places |  |  |
| **Formulas**   * Item cost for all items * Total cost * Budget-total costs |  |  |
| **Charts**   * Pie chart * Displays all data * Includes chart title and style |  |  |
| **Total** |  |  |

# Activity: It’s My Party

**Students Instructions**: You must plan the party for your upcoming birthday. Your budget is $100 for 15 people, including yourself. You are responsible for decorations, food, drinks, desserts, party favors, plates, cups, and napkins.

Complete the following tasks using the **It’s My Party** **spreadsheet** in Microsoft Excel or other spreadsheet application compatible with .xlsx files.

1. Open the It’s My Party spreadsheet. Review the spreadsheet for possible items needed for the party.
   1. Add or delete items in the spreadsheet as needed for your party.
2. Use the Internet to find the cost of items needed for the party at online stores such as Party City, Amazon, Publix, Target, Walmart, etc.
3. Edit the spreadsheet to include a title, colors, fonts, styles, fill colors, etc., to enhance the appearance.
   1. Merge and center the title across the first row.
   2. Change the color of the category headings.
   3. Use a fill color for any column.
4. Use formulas (format all dollars amount as currency with 2 decimal places)
   1. Calculate each item’s cost (quantity\*price)
   2. Calculate total cost of the party (use Autosum button – add all the costs)
   3. Calculate if you are over/under the budget (budget-total costs)
5. Create a pie chart displaying the name and costs of the party items.
   1. Chart location: anywhere on the spreadsheet.
   2. Resize the chart so that it displays all the chart data.
   3. Add a chart title and choose a Chart Style.
6. Save your spreadsheet based on the teacher’s instructions.

## Discussion Questions

1. Which party item was the most expensive?
2. Which party item was the least expensive?
3. Are you over budget or under budget?
   1. If under budget, which item would you add more of and why?
   2. If over budget, which item would you delete from your list and why?