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This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

My Shopping List

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: My Shopping List

The student performs calculations in the pre-made **My Shopping List spreadsheet**.

## 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.

## 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.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Appearance**   * Used currency in dollars with 2 decimal places |  |  |
| **Formulas**   * Item cost for all items * Total cost * Taxes * Grand total |  |  |
| **Total** |  |  |

# Activity: My Shopping List

**Students Instructions**: Complete the following tasks using the **My Shopping List** **spreadsheet** in Microsoft Excel or other spreadsheet application compatible with .xlsx files.

1. Open the My Shopping List spreadsheet.
2. Format the Unit Price of each item as Currency with 2 decimal places.
3. Calculate the Total of each item in Cells D2:D8.
4. Format the Total of each item as Currency with 2 decimal places.
5. Calculate the Total cost before taxes in Cell D9.
6. Calculate the Tax in Cell D11.
7. Calculate the Grand Total in Cell D12.
8. Save your spreadsheet based on the teacher’s instructions.