

Learning Goal #2 – Describe the functions of a spreadsheet and demonstrate increase by an annual %

SCHOOL DAZE!



This assignment is part of the Microsoft Excel module.

Your Task:

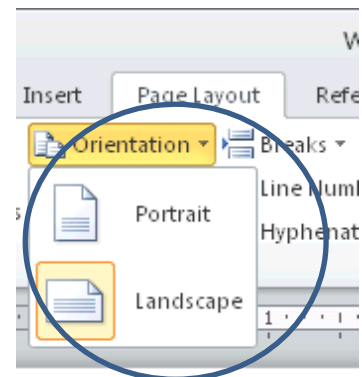


How much is it going to cost your unfortunate parents to send you through college??? \$\$\$\$\$\$\$\$\$\$. GO TO www.collegeboard.com to find costs.

Imagine that you're off to a 4-year college. It can be Public (\$) or Private (\$\$\$), and anywhere in the world, to study any subject. How much will your college days cost?

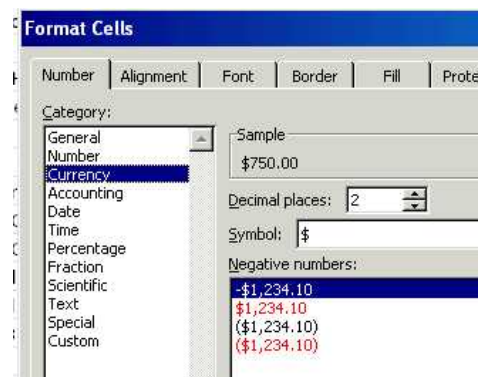
PAGE LAYOUT

1. First, create a new document and save it as School Daze
2. Insert your name in a header.
3. Make sure your paper is Landscape format – **Page Layout>Orientation>Landscape**
4. It all has to fit on ONE page

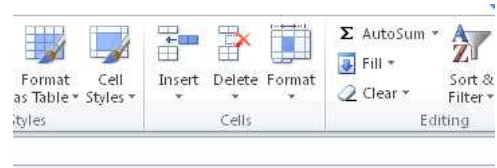


YOUR COLLEGE BUDGET

1. Your column titles are Description, Year 1, Year 2, Year 3, Year 4 and Total
2. Itemize 9 essential costs associated with college
 - a. You'll find them at www.collegeboard.com
3. Insert these costs in the Year 1 column – ONLY Year 1
4. Each year will NOT be the same as the last – inflation's running at about 4%, so each year's costs should increase by that amount. You can just copy/paste the formula for the annual increase, rather than typing the formula each time. Your formula is:
 - a. Click on Year 2 cell
 - b. Type =
 - c. Click on the Year 1 cell
 - d. Type *1.04
 - e. and then hit Enter
5. Format the prices with a dollar format –



- a. Highlight the price cells (include the Totals cells)
 - b. Right click>Format>Number>Currency>\$
 - c. If you see ##### that means that your column isn't wide enough
 - i. Click on the gray bar between the column letters and expand
6. Now total your columns:
- a. Click in the cell at the bottom of Year 1
 - b. Highlight to the topmost cost
 - c. Click on Autosum and select
 - d. Repeat for Years 2 – 4 and Totals.
7. Use WordArt for your college name and degree title – e.g. San Jose State University, BA Business
8. Apply a color format to your table
9. Save several pictures of your college and apply them tastefully around your table.



SCHOOL DAZE CHECKLIST

Check your work

1. Your document is saved in the correct folder (Digital Tools>Excel) and is correctly named (School Daze).
2. Your name and period # are in a one-line header (View>Header/footer)
3. Work fits on one page – no blank 2nd page – and is Landscape orientation
4. You have a 4 year college budget with at least 9 cost items
5. Your costs increase by 4% each year (correct formula applied)
6. \$ currency format has been appropriately applied
7. AutoSum has been used for totaling
8. A design format has been applied
9. WordArt for the college name and degree title
10. Graphics of your college around the page, aesthetically applied.
11. You completed the [Learning Log](#)

