

UNIVERSITY of MARYLAND
UNIVERSITY COLLEGE - *Asian Division*

Project 2: Introduction to Spreadsheets

Objective:

The purpose of this project is to gain familiarity with a spreadsheet application. There are two parts to this project. The first part requires you to reproduce a given spreadsheet for a Quarterly Report. The second part requires that you write a one page problem definition in memo format using a word processor and then create a spreadsheet to solve the defined problem.

Both phases of the project are due at the beginning of the last class of the fourth week of the term. Late projects will be reduced 25% of the total points for every class period late.

Requirements:

Part 1: Financial Report

For part one of the project you will be creating a simple spreadsheet that is the quarterly report for a business.

a) Begin by entering the data into a spreadsheet as shown below:

Title: Quarterly Report by Bob Laurie					
	January	February	March	Total	Average
Sales	25000	30000	40000		
Cost					
Material	3000	4000	4000		
Labor	8000	10000	13000		
Overhead	4000	4000	4000		
Total Cost					
Gross Profit					

b) The next step is to add the formulas to the spreadsheet. To switch the sheet to display formulas you need to do the following menu commands Tools | Options then click on the View tab. Click the Formulas check box on under windows options. This will enable the display of formulas instead of their values. Enter the formulas shown below. Average and Sum are actually inserted functions which can be inserted through the following menu commands Insert | Functions. You can highlight cells to specify the range for functions or type them in directly. Print your spreadsheet with formulas view and turn in labeled Project 2 - Part 1.

Title: Quarterly Report by Bob Laurie					
	January	February	March	Total	Average
Sales	25000	30000	40000	=SUM(B3:D3)	=AVERAGE(B3:D3)
Cost					
Material	3000	4000	4000	=SUM(B5:D5)	=AVERAGE(B5:D5)
Labor	8000	10000	13000	=SUM(B6:D6)	=AVERAGE(B6:D6)
Overhead	4000	4000	4000	=SUM(B7:D7)	=AVERAGE(B7:D7)
Total Cost	=SUM(B5:B7)	=SUM(C5:C7)	=SUM(D5:D7)	=SUM(E5:E7)	=AVERAGE(B8:D8)
Gross Profit	=B3-B8	=C3-C8	=D3-D8	=E3-E8	=F3-F8

c) Finally format the spread sheet so that your output is similar to what is shown below. You will need to uncheck the view formulas box described above to view values instead of formulas. Most format options are available from the format menu of tool bar. Print your final formatted spreadsheet and turn in labeled Project 2 - Part 1.

Title: Quarterly Report by Bob Laurie

	January	February	March	Total	Average
Sales	\$25,000.00	\$30,000.00	\$40,000.00	\$95,000.00	\$31,666.67
Cost					
Material	\$3,000.00	\$4,000.00	\$4,000.00	\$11,000.00	\$3,666.67
Labor	\$8,000.00	\$10,000.00	\$13,000.00	\$31,000.00	\$10,333.33
Overhead	\$4,000.00	\$4,000.00	\$4,000.00	\$12,000.00	\$4,000.00
Total Cost	\$15,000.00	\$18,000.00	\$21,000.00	\$54,000.00	\$18,000.00
Gross Profit	\$10,000.00	\$12,000.00	\$19,000.00	\$41,000.00	\$13,666.67

d) Create a chart for some of the parameters of the spreadsheet. Possibilities include a pie chart for costs for one month, or perhaps a three dimensional bar chart for all costs over three months. To create a chart, go to the following menu Insert | Chart | As New Sheet. The chart will then be inserted as a separate sheet of your spreadsheet workbook. Print your best chart and turn in labeled Project 2 - Part 1.

Part 2: Your Own Creation

In part 2 of project 2, you will construct a spreadsheet to solve some problem of your choice. This could be creating a spreadsheet for your scores for a class as a percentage of total points; creating a spreadsheet for stock purchases; creating a spreadsheet to help you with your income tax forms; create a spreadsheet for checkbook balancing; or anything else you can think of.

You will need to write a one page problem definition in memo format using a word processor and then create a spreadsheet to solve the defined problem. Create at least one chart, which describes some aspect of your data. Submit for grading a hard copy of the following:

1. The problem definition using memo format
2. An unformatted spreadsheet with formulas
3. A formatted spreadsheet with showing values
4. At least one chart describing some aspect of your data