



Module 6: Create Your Own

Project Activity

This exercise may be used to create a spreadsheet to track fundraising activities. In this example, your school has four teams who are competing against each other to raise money to support the school's athletic program. The steps herein provide you with the basics for entering and formatting data and creating a chart to display each team's performance during a four-week period. For additional formatting options and to review formulas, you may download the source file for this activity, the **Create Your Own – Spreadsheet Source** zip file, from www.sun.com/aboutsun/comm_invest/ogp/training/.

Formatting Your Spreadsheet & Text

1. Create a new Spreadsheet:
File > New > Spreadsheet
2. Save your file (**File > Save As**).
3. Merge and format cells to create a title. A sample spreadsheet is displayed on p2.
 - Highlight the first row, 7 columns, A1:G1.
 - Choose **Format > Merge Cells > Define**.
 - Enter a title for your spreadsheet data: **Team Fundraising Drive**
 - Format title text (bold, color, etc.)
3. In the first column (2 rows below your title), enter four team names, one in each row in cells A4:A7.
4. In A8, enter **Total** as text.
5. In B3:E3, enter **Week 1, Week 2, Week 3, Week 4, TOTAL** in each cell, respectively.
6. Format cells and text as desired. Remember that you can perform the same formatting options for text in a spreadsheet as you can in a text document. In addition, your cells can be formatted with color, borders, etc.

After formatting, you may need to adjust the column widths. Recall that you can automatically adjust columns, by double clicking on the column header dividers. (See Module 6 Lesson for reference.)

Formatting Numeric Values

Next, you are going to format and enter monetary values for money raised by each team and total the amounts by team as well as by week.

1. Select the cells that will contain dollar amounts (B4:F8).
2. Right-click. From the context menu, choose **Format Cells**. In the **Cell Attributes** dialog box, click the **Numbers** tab, and choose **Currency**.
3. When finished, click the **OK** button. All selected cells will now be formatted for dollar values.
4. Enter money raised for each team for each week. Do not enter any totals.

Summing Totals

You are going to use the automatic Summation function to total each column and each row. (Refer to Module 6 lesson for reference, if necessary.)

1. To add the funds raised during Week 1 by all team, select the cell below the column, B8.
 2. Click the Summation icon, and Calc will automatically select the cells with dollar values directly above. The formula should be something similar to **=SUM(B4:B7)**. If this is correct, hit **Enter** to accept.
 3. Proceed with entering SUM formulas for the remaining weeks. HINT: You can use the Summation icon for each week or copy the formula from cell B8 into each Total cell.
 4. In the last column, you also want a total for funds raised throughout the drive for each team. Use the Summation icon to automatically calculate the total for each row.
3. Save continuously. (Make "Ctrl+S" your friend!)

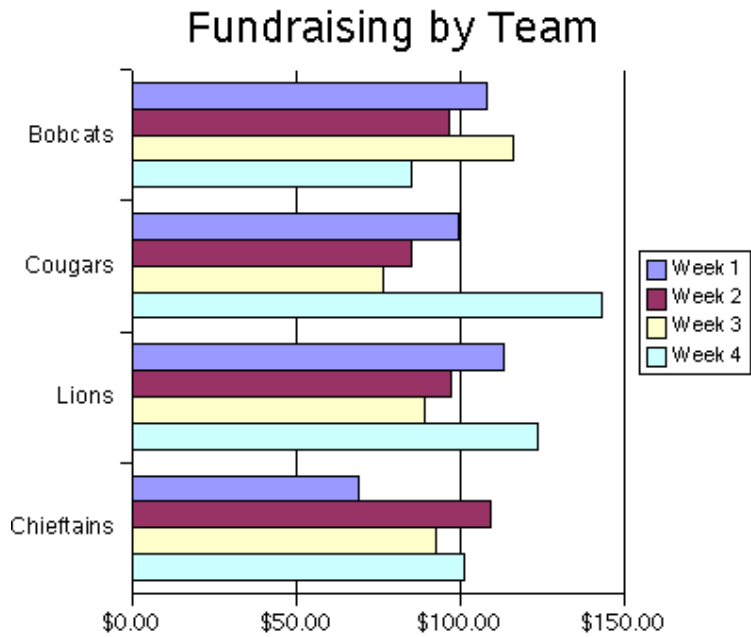
	A	B	C	D	E	F	G
1	TEAM FUNDRAISING DRIVE						
2							
3		Week 1	Week 2	Week 3	Week 4	TOTAL	
4	Bobcats	\$108.00	\$96.50	\$116.25	\$84.90	\$405.65	
5	Cougars	\$99.75	\$85.00	\$76.50	\$143.00	\$404.25	
6	Lions	\$113.00	\$97.30	\$89.00	\$123.45	\$422.75	
7	Chieftains	\$69.00	\$109.00	\$92.50	\$101.25	\$371.75	
8	Total	\$389.75	\$387.80	\$374.25	\$452.60	\$1,604.40	
9							
10							

Sample Spreadsheet

Creating a Chart

A spreadsheet with multiple rows and columns can have data analyzed and displayed in a variety of formats. In this project activity, the teams are competing in their fundraising activity, so you are going to create a bar chart that displays amounts earned by each team each week as shown in the Sample Chart, **Fundraising by Team**.

The source file also displays a sample chart, "Total Money Raised by Week." If time permits, view the file to examine the notes for each.



Sample Chart

1. From the Main Tool Bar, choose **Insert > Chart**.
2. In the first **AutoFormat** box, select the cells that contain the data for each team and each week, including headings. These cells will display in the **Range** field (\$Sheet1.\$A\$3:\$E\$7). (Do not select the TOTAL rows.)
3. Check **First row as label** and **First column as label**. (The rows will be presented as Legend labels, and the columns will be presented as data labels.)
4. Keep **Sheet1** as default for **Chart results in worksheet**, then select **Next>>**.
5. Click **Show text elements in preview**.
6. Under **Choose a chart type**, select the chart type from the graphical previews. For this activity, choose the horizontal bar chart. Select Data series in: **Columns**, and click **Next>>** to continue.
7. Choose gridlines to be displayed, X or Y axis or both, and click **Next>>** to continue.
8. Add a Chart title, "**Fundraising by Team**," and click to add a Legend. Then choose **Create**.
9. Position and resize your chart as desired. (Note that you can double click the chart and individual elements to make revisions, e.g. change title text box.)

Page Formatting

Headers and Footers

If you choose to add a page header or footer or both, do the following:

1. From the Menu bar, choose **Format > Page**.
2. Select the Header and/or Footer menu.
3. Select Edit to enter desired text. Refer to Module 6 Lesson for reference. Recall that you can enter automatic page numbers, date and fields, etc.

Text Boxes

Add text boxes as desired.

1. Use the Draw tool from the Object bar to select the Text tool.
2. Click and drag, then enter your text.
3. Format the text box and the text as desired. Experiment with background colors and shadowing, if time permits.

Preview & Print

Preview your page and experiment with setting the Print areas. See Module 6 Lesson for reference.

Save when complete!