

Computers 101 - ASSIGNMENT #3
SHOPPING SPREE
(Microsoft Excel)

Assigned: 4-08-08 (5B Group 2)
4-09-08 (5H Group 2)
4-15-08 (5B Group 1)
4-16-08 (5H Group 1)

You have just won a \$2000.00 shopping spree from the Mall of New Hampshire. The money is to be used to purchase pants, shorts, skirts, dresses, shirts, blouses, sports apparel, shoes, or sneakers. While you are on your shopping spree, you must abide by the following rules:

1. You can only shop at the following stores:
 - Aeropostale
 - American Eagle
 - Eastern Mountain Sports
 - Famous Footwear
 - Finish Line
 - Foot Locker
 - Gap
 - Limited Too
 - Macy's
 - Old Navy
 - Olympia Sports
 - Sears
 - Sketcher
2. You must stay within your \$2000.00 budget, i.e. you can not over spend or you will loose the entire \$2000.00

PREP WORK: Using Microsoft Excel, you will be preparing five spreadsheets to calculate the amount you spent for each clothing category (i.e. pants, shorts, skirts, dresses are one category, shirts and blouses are another category, shoes and sneakers are another, etc.), and the total amount spent. At the end of this project you will know Microsoft Excel terminology, file management, how to write formulas, and how to format text and cells.

1. You will search on the following stores' web sites:
 - a. Aeropostale: <http://www.aeropostale.com>
 - b. American Eagle: <http://www.ae.com>
 - c. Eastern Mountain Sports: <http://www.ems.com>
 - d. Famous Footwear: <http://www.famousfootwear.com>
 - e. Finish Line: <http://www.finishline.com>

- f. Foot Locker: <http://www.footlocker.com>
- g. Gap: <http://www.gap.com>
- h. Limited Too: <http://www.limitedtoo.com/>
- i. Macy's: <http://www1.macys.com/index.ognc>
- j. Old Navy: <http://www.oldnavy.com>
- k. Olympia Sports: <http://www.olympiasports.net/home/index.jsp>
- l. Sears: <http://www.sears.com/>
- m. Sketcher: <http://search.skechers.com>

for each item of clothing you want to buy: pants, shorts, skirts, dresses, shirts, blouses, sports apparel, shoes, or sneakers.

2. Make a list that includes all the clothing items you will be purchasing. For each item on your list, include:
 - a. The description of the item purchasing (e.g.: tan shorts, black shoes, etc.)
 - b. Store from where you are purchasing the item
 - c. The cost per item
 - d. The number of each item purchasing

PROJECT: You will be entering the information (your shopping spree purchases) into Microsoft Excel. The following guidelines must be followed when creating your inventory spreadsheets.

1. Open a Microsoft Excel workbook. Name your workbook that will let you know that the Excel file is your shopping spree calculations.
2. You will create 5 worksheets:
 - a. Label the first one *Summary*
 - b. Label second one *Pants/Shorts/Skirts/Dresses*
 - c. Label third one *Shirts/Blouses*
 - d. Label fourth one *Sports Apparel*
 - e. Label fifth one *Shoes/Sneakers*
3. *Summary* worksheet (calculating total amount spent) you must include the following:
 - a. A shopping spree title.
 - i. Merge cells
 - ii. Title must be centered
 - iii. Format Text
 - iv. Color cells box (optional)
 - b. Labels *Beginning Balance, Pants/Skirts Cost, Shirts Cost, Sports Apparel Cost, Shoes Cost, Total Spent, and Ending Balance* must be listed in a column.
 - i. Merge cells
 - ii. Labels must be right justified
 - iii. Insert formula for *Total Spent* and *Ending Balance*

4. For each of the remaining four worksheets, you will label each one:
 - a. *Pants/Shorts/Skirts/Dresses*
 - b. *Shirts/Blouses,*
 - c. *Sports Apparel,*
 - d. *Shoes/Sneakers*

Each worksheet must contain five labels: *Item Name, Store Purchased, Number of Item, Cost per Item,* and *Total Cost* in five separate columns. You must calculate the sub total cost per item of clothing, the total number of items you purchased, and total amount you spent for each clothing category by inserting the appropriate formula (see lab example).

5. Once you calculated the Grand Total spent for each worksheet, you must take that total and insert it into your budget calculations on the *Summary* worksheet (see lab example).