Prairie-Hills Concession Stand Activity

5th Grade

Created by Mrs. Butcher



EXCEL SPREADSHEETS

Excel is software that lets you create tables and calculate and analyze data. This type of software is called spreadsheet software. Excel lets you create tables that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs.

Microsoft Excel Vocabulary

MICROSOFT EXCEL VOCABULARY WORDS

Active Cell – The cell in your worksheet that has been selected. It will have bolder gridlines around it.

AutoFill – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

AutoSum – A function that automatically identifies and adds ranges of cells in your worksheet.

Cell – The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

Cell Address – The name of the cell is determined by the name of the row and the column intersecting, such as A8.

Cell Grid – The lines on your worksheet that separate the columns and rows.

Column – In a worksheet, the vertical spaces with headings A, B, C, and so on.

Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.

File – A document that is stored on your computer. In Excel, a file is also known as a workbook.

Fill Down – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

Fill Right – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.

Formula- A combination of numbers and symbols used to express a calculation. Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

Headings – The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

Label – The identifying name that reflects the information contained in a column or row | in a worksheet, such as *name* or *date*.

Row – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

Sheet Tabs – Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook.

Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

Worksheet – A "page" within an Excel workbook that contains columns, rows, and cells.

Excel Rubric

Criteria	Score
 Correctly open and use the file. Correctly format the assigned spreadsheet, data, and chart. Followed all the required steps and completed all tasks. Correctly turn in the assignment when completed. 	4
 Correctly open and use the file. Mostly correct spreadsheet, data, and charts. Followed most of the required steps. Completed most tasks. Correctly turn in the assignment when completed. 	3
 Needed help to open and use the file. Some mistakes in the spreadsheet, data, and chart. Followed some of the required steps. Completed some tasks. Needed help to turn in the assignment when completed. 	2
 Needed help to open and use the file. Many mistakes in the format of the spreadsheet, data, and chart. Missing most of the required steps. Missing most tasks. Needed help to turn in the assignment when completed. 	1



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Excel Spreadsheet



Spreadsheets consist of columns (vertical) and rows (horizontal)



Task

 You have been asked to keep track of food sales at the Prairie-Hills School Concession Stand. The school buys their food in bulk boxes. Each box has 36 items. The items are then sold at several school events. You will calculate the selling price of the food and keep track of how much food is left after each event.

Accessing the File

Conversations Files Class Notebook Assignments	r v
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Prairie Hills Concession Stand Activit	vity Thu May 30, 2019 at 11:59 PM
Instructions Use the direction booklet to help you.	 Points 50 points possible
Reference materials None	1. Sign in to Microsoft Teams
My work	2. Login: <u>sID#@phsd144.net</u>
Prairie Hills Concession Stand	District Password
+ Add work Open in Teams	3. Click on ASSIGNMENTS
Open in Excel	4. Click on Prairie Hills
↓ Download	Concession Stand activity
	5. Click on <u></u> next to document
	in MY WORK
	6. Select OPEN IN EXCEL.

Saving the Excel File



Do not select File→Save As

Formatting a Spreadsheet

Format the Spreadsheet

Steps:

- 1. Select cell A1 then move your mouse to cell F1. Select the rows as shown.
- 2. Select Merge and Center
- 3. Select cell A2 then move your mouse to cell F2. Select the rows as shown.
- 4. Select Merge and Center

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Steps:

- 1. Click into cell C5. The outline of the cell will turn green.
- 2. Click on the small square in the lower right side of the cell.
- 3. Hold down the mouse and drag the mouse to cell C16.

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Steps:

- 1. Click into cell F5. The outline of the cell will turn green.
- 2. Click on the small square in the lower right side of the cell.
- 3. Hold down the mouse and drag the mouse to cell F16.

This will copy your formula and calculate the amount on hand.

Sorting

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5	Hershey Bar	19.95	0.55	36	19	17			
567	Hershey Bar Snickers	19.95 24.59	0.55	36 36	19 32	17			
5 6 7 8	Hershey Bar Snickers M&Ms Kit Kat	19.95 24.59 24.59 23.49	0.55	36 36 36 36	19 32 31 29	17			
5 6 7 8 9	Hershey Bar Snickers M&Ms Kit Kat Twix	19.95 24.59 24.59 23.49 21.89	0.55	36 36 36 36 36	19 32 31 29 17	17			
5 6 7 8 9 10	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn	19.95 24.59 24.59 23.49 21.89 23.29	0.55	36 36 36 36 36 36 36	19 32 31 29 17 11	17	T Z		
5 6 7 8 9 10 11	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips	19.95 24.59 24.59 23.49 21.89 23.29 22.79	0.55	36 36 36 36 36 36 36 36	19 32 31 29 17 11 9	17	12		
5 6 7 8 9 10 11 12	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels	19.95 24.59 23.49 21.89 23.29 23.29 22.79 23.99	0.55	36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22	17	12	>	
5 6 7 8 9 10 11 12 13	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels Flamin Hots	19.95 24.59 23.49 21.89 23.29 22.79 23.99 21.69	0.55	36 36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22 8	17	12	>	
5 6 7 8 9 10 11 12 13 14	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels Flamin Hots Doritos	19.95 24.59 23.49 21.89 23.29 22.79 23.99 21.69 24.59	0.55	36 36 36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22 8 26	17	12	>	
5 6 7 8 9 10 11 12 13 14 15	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels Flamin Hots Doritos Vanilla Ice Cream Bar	19.95 24.59 23.49 23.29 23.29 22.79 23.99 21.69 24.59 19.99	0.55	36 36 36 36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22 8 26 21	17	2	>	
5 6 7 8 9 10 11 12 13 14 15 16	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels Flamin Hots Doritos Vanilla Ice Cream Bar Chocolate Ice Cream Bar	19.95 24.59 23.49 23.29 23.29 22.79 23.99 21.69 24.59 19.99 23.99	0.55	36 36 36 36 36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22 8 26 21 33	17	12	>	
5 6 7 8 9 10 11 12 13 14 15 16 17	Hershey Bar Snickers M&Ms Kit Kat Twix Bag of Popcorn Potato Chips Pretzels Flamin Hots Doritos Vanilla Ice Cream Bar Chocolate Ice Cream Bar	19.95 24.59 23.49 23.29 22.79 23.99 21.69 24.59 19.99 23.99	0.55	36 36 36 36 36 36 36 36 36 36 36 36 36	19 32 31 29 17 11 9 22 8 26 21 33	17	2	> 	

Steps:

- 1. Select the Data Tab
- 2. Select cells A5 to F16
- 3. Select the A-Z sort button.

Sorting

Pa	Calibri Copy → Ste Clipboard G	- 11 1 - Ⅲ - Font	A A		■ ※· ■ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	🖶 Wra E 🖽 Mer	ip Text ge &
12		fx					
		<i>J</i>					
	А	В	С	D	E	F	•
1		Snack In	ventory				
2	P	rairie Hills (Concession	ns			
3							
		36 Count	Selling				
4	Food	Box Price	Price	In Stock	Sold	On Hand	
5	Bag of Popcorn	23.29		36	11		
6	Chocolate Ice Cream Bar	23.99		36	33		
7	Doritos	24.59		36	26		
8	Flamin Hots	21.69		36	8		
9	Hershey Bar	19.95	0.55	36	19	17	
10	Kit Kat	23.49		36	29		
11	M&Ms	24.59		36	31		
12	Potato Chips	22.79		36	9		
13	Pretzels	23.99		36	22		
14	Snickers	24.59		36	32		
15	Twix	21.89		36	17		
16	Vanilla Ice Cream Bar	19.99		36	21		
17							

Check your work..... Row 9 should look like this. The rest of your chart should be filled in as well.



Analyzing the Data

Fre	Text Sources + C Get External Data	Existing onnections	New Query + Co Get 8	Show Queri From Table Recent Sou Transform	ies Refre	Connectio	nections verties Links ns	A↓ ZAZ Z↓ Sort	Filter Sort & F
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	А	В	С	D	E	F	G	н	1
1		Snack In	ventory						
2	P	rairie Hills (Concession	is					
3									
		36 Count	Selling						
4	Food	Box Price	Price	In Stock	Sold	On Hand			
5	Bag of Popcorn	23.29		36	11				
6	Chocolate Ice Cream Bar	23.99		36	33				
7	Doritos	24.59		36	26				
8	Flamin Hots	21.69		36	8				
9	Hershey Bar	19.95	0.55	36	19	17			
10	Kit Kat	23.49		36	29				
11	M&Ms	24.59		36	31				
12	Potato Chips	22.79		36	9				
13	Pretzels	23.99		36	22				
14	Snickers	24.59		36	32				
15	Twix	21.89		36	17				
16	Vanilla Ice Cream Bar	19.99		36	21				
17									
18									
19	Items to Order:								
20									
21									
22]							
23									
24									

Steps:

- 1. Click on cell A19.
- 2. Type Items to Order:
- Look at the spreadsheet and type the names of items with less than 15 On Hand into cell B19.

Analyzing the Data

ACC	ess web lext Sources Co Get External Data	onnections	Get 8	k Transform	All	Connectio	ns		Sort &
A2	22 🔻 : 🗙 🗸	<i>f</i> _x Iten	ns Not Sell	ling:					
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1		Snack In	ventory						
2	P	rairie Hills (Concession	is					
3									
		36 Count	Selling						
4	Food	Box Price	Price	In Stock	Sold	On Hand			
5	Bag of Popcorn	23.29		36	11				
6	Chocolate Ice Cream Bar	23.99		36	33				
7	Doritos	24.59		36	26				
8	Flamin Hots	21.69		36	8				
9	Hershey Bar	19.95	0.55	36	19	17			
10	Kit Kat	23.49		36	29				
11	M&Ms	24.59		36	31				
12	Potato Chips	22.79		36	9				
13	Pretzels	23.99		36	22				
14	Snickers	24.59		36	32				
15	Twix	21.89		36	17				
16	Vanilla Ice Cream Bar	19.99		36	21				
17									
18									
19	Items to Order:								
20									
21									
22	Items Not Selling:								
23									
24									
25									

Steps:

1. Click on cell A22.

- 2. Type Items Not Selling:
- Look at the spreadsheet and type the names of items with less than 12 Sold into cell B22.

Check Your Work

AC	ess web lext sources* Get External Data	Connections	Get 8	& Transform	All	Connectio	ns		Sort &	
A	22 🔹 🗄 🗙 🗸	<i>f</i> _x Iter	ns Not Sel	ling:						
	А	В	с	D	Е	F	G	н		
1		Snack In	ventory							
2		Prairie Hills	Concessio	ns						
З										
		36 Count	Selling							
4	Food	Box Price	Price	In Stock	Sold	On Hand				
5	Bag of Popcorn	23.29		36	11					
6	Chocolate Ice Cream Bar	23.99		36	33					
7	Doritos	24.59		36	26					Make cure that you have
8	Flamin Hots	21.69		36	8					wake sure that you have
9	Hershey Bar	19.95	0.55	36	19	17				completed the ltems to
10	Kit Kat	23.49		36	29					completed the items to
11	M&Ms	24.59		36	31					Order and the Items Not
12	Potato Chips	22.79		36	9					
13	Pretzels	23.99		36	22					Selling
14	Snickers	24.59		36	32					Jennig
15	Twix	21.89		36	17					
16	Vanilla Ice Cream Bar	19.99		36	21					
17									_	
18										
19	Items to Order:				T					Once your spreadsheet
20)					
21		_								is completed turn in
22	items Not Selling:	_			/					
23										your assignment.
24										, 3
25										