

Spreadsheet Activities (Requires Microsoft Excel)

Activity 13: Data Entry for All Trip 189 Expenses

1. Go to “Extras” Column on Fairfax to Baltimore Start Page
2. Download “Missing Entries Spreadsheet” to the Desktop
3. Enter missing information into each blank cell
4. When finished, sort all data alphabetically by Business Name from A to Z
5. Save spreadsheet to desktop as “Trip 189 Completed”

Activity 14: Create a Spreadsheet with All Trip 189 Expenses

1. Open a blank workbook
2. Create a spreadsheet as instructed below:
3. Label column names: Business Name, Amount, Date, State, Expense Category
4. Set format of all cells to “Auto Fit”

| Business Name | Amount | Date | State | Expense Category |
|---------------|--------|------|-------|------------------|
|---------------|--------|------|-------|------------------|

5. After creating spreadsheet, enter all data into the appropriate cells as instructed below:
 - a. Data entered into the State column should be listed in format of state initial (MD, KS, ME, etc.)
 - b. Data entered into the Expense Category column should be classified as:
Uber, Gas, Hotel, Tolls, Food/Drink, Car Rental
6. Save the completed spreadsheet to the desktop with name “Fairfax Expenses”

Activity 15: Create Cells to Auto Calculate Totals

1. Go to “Extras” Column on Fairfax to Baltimore Start Page
2. Download “Trip 189 Spreadsheet”
3. Create cells at bottom of spreadsheet to with formulas to calculate totals for the following:
 - a. Total of all trip expenses
 - b. Total of all hotel expenses
 - c. Total of all food/drink expenses
 - d. Total of all expenses from 11/29 thru 11/30
 - e. Total of expenses in Maryland
 - f. Average of all food/drink expenses

Activity 16: Create/print a pie chart using the completed spreadsheet to show costs by category

1. Go to “Extras” Column on Fairfax to Baltimore Start Page
2. Download “Trip 189 Spreadsheet”
3. Create a Pie Graph to Illustrate Total Amounts for Each Expense Category