

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**Department Of Computer Information Technology**  
**IS-101**

(Mr. Harden's Sections)

**ASSIGNMENT #10**

**OBJECTIVES & PURPOSE:**

The purpose of this assignment is to become familiar with electronic spreadsheet features and techniques including:

- Designing and laying out a spreadsheet;
- Using label, numeric, and formula cells;
- Formatting cells;
- Printing and saving spreadsheets;
- Demonstrating a spreadsheet's "what if" capabilities;
- Incorporating a chart to a spreadsheet;
- Obtaining a "formula" printout.

**SPECIFICATIONS & INSTRUCTIONS:**

**PLEASE NOTE:**

- To receive full credit, all specifications must be meet.
- Read the **NOTES** at the bottom of the assignment before continuing;
- Learning how to do this assignment:
  - The following descriptions are the specifications for the assignment;
  - *They are not the instructions on how to do the assignment;*
  - Discussion and demonstration on how to do the assignment will be given in class on the demonstration day for this assignment (please attend class that day for the demonstration);
- Use Microsoft's **Excel** spreadsheet. If any other spreadsheet other than **Excel** is used, it may not behave in the same manner as demonstrated with **Excel**.

Using Microsoft's **Excel**, prepare a budget for the Spring Semester;

- You may use your actual budget amounts, or if you wish your finances to remain private, you may use fictitious amounts as long as they are realistic and not nonsense;
- Use the examples for this assignment and set up your spreadsheet in a similar and realistic manner, but do not use the same amounts shown in the sample.

The specifications include the following:

1. The spreadsheet columns include:
  - Budget Item (description)
  - January
  - February
  - March
  - April

- May
  - Total (of all five months).
2. The spreadsheet rows include:
- A row for each type of income;
  - A row for total income;
  - A row for each type of expense;
  - A row for total expenses;
  - Finally, a row for surplus-deficit (which is income less expenses);
3. Use formulas for the following:
- Total Income = sum of all income items for the month;
  - Total Expenses = sum of all expense items for the month;
  - Surplus or Deficit = Total Income - Total Expenses for the month;
  - The "Total" column is the sum of all the amounts of the respective row for January through May.
4. Format your spreadsheet as follows:
- The "Item" Column is left aligned;
  - All other columns are right aligned;
  - All headings are bolded;
  - All numeric cells are to be formatted as:
    - Numeric;
    - With commas;
    - With 2 places to the right of the decimal;
    - With no dollar signs.
5. Create a **First Version** of the spreadsheet in which all "Surplus/Deficit"s are deficits (negative numbers because the total expenses are greater than their respective total incomes);
6. **Print** a copy of the **First Version** spreadsheet before continuing;
7. Make the **Revised Budget** of the spreadsheet as follows:
- Do not create a second worksheet; modify your first worksheet and experience playing "what-if" on your first worksheet by following the next steps;
    - Revise income and/or expenses in the **First Version** until all Surplus/(Deficit) values are zero (no surplus, no deficit);
  - Include a chart below the budget which contains the following specifications:
    - Column Chart, "Stacked" or "Stacked 3-D". Do not use "Clustered" or "100% Stacked" Column charts - they will not graph the expenses correctly.
    - Each column (in the chart) shows a month's expenses stacked on atop each other.
 

**Note:** After selecting the "Stacked" or "Stacked 3-D" chart and clicking the next button, make sure the "Series in:" selection is "Rows", and not "Columns"; otherwise, the chart will not display the expenses by month;
    - Do not include any of the Total values in the chart - they will distort the chart;
    - Do not include the Surplus/(Deficit) values in the chart - they will distort the chart;
    - Enter a Title for your Chart (such as "Revised Budget Spring 2002");
    - Enter a Legend labeling each monthly expense (series) with text description and color or shade;

- Label the Axes for Month & Dollars (the "X" axis is to be labeled as "Month", and the "Z" axis is to be labeled as "Dollars");
- Include Major Grids.

## ASSIGNMENT SUBMISSION:

Include the following hardcopies (printouts) on seperate pages stapled together in the order given below as your assignment:

1. The **First Version** printout of your budget made in the step above showing:
  - All deficits (all negative numbers) on the row "Surplus/Deficit". Deficits may appear with a negative sign or inside parentheses (such as -123.45 or (123.45) );
  - Hand write your Name and ID# on the top right corner of this page of the assignment;
2. The **Revised Version** (which includes the chart) showing:
  - The changes made in the First Version that result in a balanced budget, i.e., all amounts in the "Surplus/Deficit" row must be zero (no surplus and no deficit). Values may appear as 0.00 or as simply a dash (accounts' way of stating zero);
  - The chart below the spreadsheet.
3. The **"Formula"** Printout - on **Excel**:
  - Press **Ctrl~** (ctrl-tilde) to switch to formula view;
  - From this view, print the "Formula" printout;
  - Press **Ctrl~** (ctrl-tilde) again to return to regular spreadsheet view.

Please Note: The formula printout may print in parts on several pages. This is normal and OK! Do not be concerned if the formula printout does print on several pages.

## NOTES:

- All specifications must be met to receive full credit.
- Use Microsoft's **Excel** spreadsheet. If any other spreadsheet other than **Excel** is used, it may not behave in the same manner as demonstrated with **Excel**.
- The **"First Version"** and **"Revised Version"** printouts are to be on seperate pages! Use the same spreadsheet for both versions by simply revising the the first version to produce the second version. This is to demonstrate using the "what if" capabilities of a spreadsheet program.
- The formula printout may appear on several pages. This is normal, and do not be alarmed by it.

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