Project #: E-6

Level

Basic | Intermediate | Advanced
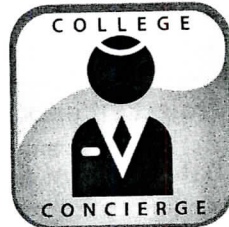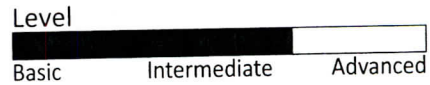
Project Title
Event Budget

New Skills:

☑ Using formulas to multiply, add, and subtract numbers

☑ Using parentheses in formulas

☑ Using cell references

☑ Changing page margins

APPROVED

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WORK ORDER

Excel Specialist
Project #: E-6

Customer Name: College Concierge
Assigned to: You, the MS Excel Specialist
Project Title: Event Budget
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge is handling production for University of Learning's Alumni Party during homecoming weekend. The event will include dinner, live entertainment, and an awards presentation. College Concierge charges a flat fee to run this event and needs to carefully budget their expenses to ensure a profit is made.

Your Job

As the Microsoft Excel Specialist, you will create a budget spreadsheet that lists the projected expenses for the alumni event and add formulas to determine the estimated profit. College Concierge will use this document to manage their expenses as they prepare for University of Learning's event.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.

2. To format multiple rows, cells, or columns of data simultaneously when they are not located next to each other, hold the CTRL key as you select each row and then apply the formatting.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-6 Event Budget** in the "Excel Projects" folder within the "College Concierge Projects" folder.

3. Key the data into the spreadsheet as it appears in **Spreadsheet E-6**. Unless otherwise noted, the font should be set to Arial 10 point.

4. Format cell A1 as 16 point bold.

5. Format cell A2 as 14 point bold.

6. Format rows 5, 9, 10, 16, 18, 24, 26, 30, 32, 36, 38, 41, 43, 46, 48, and 49 as bold and italic. Be sure that you have keyed the text in these rows using all caps.

7. Format the width of column A to 32.

8. Format the width of columns B, C, and D to 18.

9. Center-align column B and format it as Numbers displaying 0 decimal places.

10. Right-align columns C and D and format them as Currency displaying 2 decimal places.

11. Enter a formula in cell D6 to compute the Flat Rate Production Fee.

*Hint: In cell D6, key =B6*C6.*

12. Copy the formula in cell D6 and paste it in cells D11 – D15, D19 – D23, D27 – D29, D33 – D35, D39 – D40, and D44 – D45 to compute the totals for the remaining items in the budget.

13. Enter a formula in cell D16 to compute the total of the Site Costs.

Hint: In cell D16, key =SUM(D11:D15).

14. Enter formulas in cells D24, D30, D36, D41, and D46 to compute the totals for the remaining expense categories as follows:
In cell D24, key =SUM(D19:D23).
In cell D30, key =SUM(D27:D29).
In cell D36, key =SUM(D33:D35).
In cell D41, key =SUM(D39:D40).
In cell D46, key =SUM(D44:D45).

15. Enter a formula in cell D48 to compute the total expenses.

Hint: In cell D48, key =D16+D24+D30+D36+D41+D46.

16. Enter a formula to compute the Estimated Profit in cell D49 by subtracting the Total Expenses in cell D48 from the Total Income in cell D6.

Hint: In cell D49, key =D6-D48.

Instructions to the MS Excel Specialist (Continued)

17. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.

18. Carefully proofread your work for accuracy.

19. Resave the file.

20. Set the Print Area to include all cells containing data in the spreadsheet.

21. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Change the left and right margins to 0.5 inch. Change the top and bottom margins to 1 inch.

22. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-6

	A	B	C	D
1	College Concierge			
2	Budget for University of Learning's Alumni Homecoming Party			
3				
4				
5	INCOME	QUANTITY	RATE	TOTAL
6	Flat Rate Production Fee	1	50000	<formula>
7				
8				
9	EXPENSES	QUANTITY	RATE	TOTAL
10	SITE			
11	Room and hall fees	1	1200	<formula>
12	Production staff - 150 hrs x $13	150	13	
13	Equipment Rental	1	350	
14	Tables	25	7	
15	Chairs	250	5	↓
16	TOTAL SITE COSTS			<formula>
17				
18	DECORATIONS			
19	Floral centerpieces	25	35	<formula>
20	Candle sets	25	5	
21	Lighting	1	320	
22	Balloon package	1	60	
23	Paper supplies	1	150	↓
24	TOTAL DECORATIONS			<formula>
25				
26	PUBLICITY			
27	Graphics Work	1	1500	<formula>
28	Photocopying/Printing	1	850	
29	Postage	1	280	↓
30	TOTAL PUBLICITY			<formula>
31				
32	REFRESHMENTS			
33	Food and drinks	250	10	<formula>
34	Linen tablecloths	35	8	
35	Staff and gratuities	40	100	↓
36	TOTAL REFRESHMENTS			<formula>
37				
38	PROGRAM			
39	Performers	2	8000	<formula>
40	Speakers	1	3000	↓
41	TOTAL PROGRAM			<formula>
42				
43	PRIZES			
44	Ribbons/Plaques/Trophies	5	125	<formula>
45	Gifts	250	15	↓
46	TOTAL PRIZES			<formula>
47				
48	TOTAL EXPENSES			<formula>
49	ESTIMATED PROFIT			<formula>