

ONLINE SOFTWARE SKILLS BUILDERS

Using a Spreadsheet to Compare Costs

In this activity you will be creating a spreadsheet to help you to compare three different musical keyboards so that you can purchase the best one for your classroom. Follow each of the steps below to complete this project.

1. Start your spreadsheet software.
2. Enter the labels in the cells shown to the right:

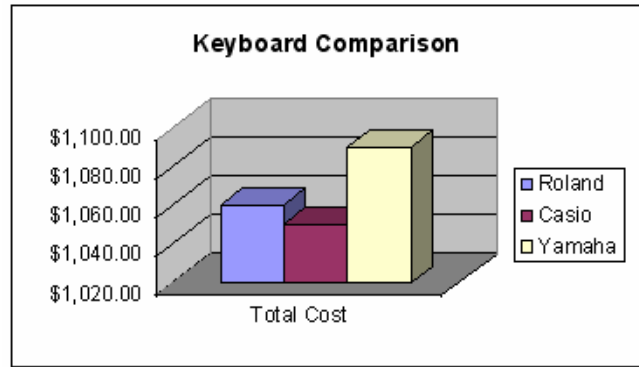
	A	B	C	D
1	Keyboard Comparison			
2				
3	Desired Features	Roland	Casio	Yamaha
4	Full Size Keys			
5	Rhythm Patterns			
6	Built-In Songs			
7	Midi			
8	Controller			
9	Teaching System			
10	LCD Display			
11	Cost			
12	Extras			
13	AC Adaptor			
14	Speakers			
15	Total Cost			

3. Bold and center row 1. Change the label in cell A1 to 14 pt.
4. Make column A larger to accommodate all Text.
5. Bold and center all labels in row 3
6. Bold and right align the text in cell A11 and A15.
7. Complete the spreadsheet as show to the right. Center and bold text as shown to the right.

	A	B	C	D
1	Keyboard Comparison			
2				
3	Desired Features	Roland	Casio	Yamaha
4	Full Size Keys	Yes	Yes	Yes
5	Rhythm Patterns	Yes	Yes	Yes
6	Built-In Songs	Yes	Yes	Yes
7	Midi	Yes	Yes	Yes
8	Controller	Yes	Yes	Yes
9	Teaching System	No	Yes	No
10	LCD Display	Yes	Yes	Yes
11	Cost	829.99	899.99	849.99
12	Extras			
13	AC Adaptor	49.99	29.99	39.99
14	Speakers	179.99	119.99	199.99
15	Total Cost			

8. In cell B15, use a function to compute total cost (cost plus extras).
9. Copy the function from B15 to C15 and D15.
10. Reformat cells so that all dollar values are displayed as currency.
11. Bold and change font color to red for row 15.

12. Create a 3-D column chart with legend and title as shown to the right.
13. Place the chart as an object in your spreadsheet. Your final spreadsheet with chart will look like the one below.
14. Save the spreadsheet as Keyboard Comparison.
15. Print the document to hand in.



Sample Finished Spreadsheet

