Task Title: Create and Save a Simple Excel Spreadsheet

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐　　No ☐

Goal Path:　　　　Employment ☐　　Apprenticeship ☐

　Secondary School ☐　　Post Secondary ☐　　Independence ☐

Task Description:

Create and save a simple Excel spreadsheet.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer with Microsoft Excel program

Learner Information

Microsoft Excel is used to create tables and graphs for various reports. It is also used to create financial spreadsheets. Scan the Stationary Order Form.

Stationary Order Form			
Item Name	**Quantity Ordered**	**Unit Price**	**Total**
Push Pins	1	$2.19	$2.19
Copy Paper	5	$5.99	$29.95
HB Pencils	3	$2.99	$8.97
White Erasers	1	$1.29	$1.29
Blue Pens	4	$3.49	$13.96
Highlighters	2	$1.29	$2.58
Order Total			$58.94
HST			$7.66
Total Cost			$66.60

Work Sheet

Task 1: Create an Excel spreadsheet budget with totals for a child's birthday party using the following information:

- **Food/snacks** $40.00
- **Birthday cake** $25.00
- **Games/prizes** $10.00
- **Grab bags** $25.00
- **Decorations** $20.00
- **Candles** $5.00
- **Drinks** $7.50
- **Invitation cards** $8.50

Answer: No written response required.
        Task completed on computer: Yes ☐   No ☐

Task 2: Calculate the total budget by using the Sum "Σ".

Answer: No written response required.
        Task completed on computer: Yes ☐   No ☐

Task 3: Save a copy of your spreadsheet to the desktop or a USB with the title "partybudget_(yourname)".

Answer: No written response required.
        Task completed on computer: Yes ☐   No ☐

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Answers

Task 1: Create an Excel spreadsheet budget with totals for a child's birthday party using the following information:

Answer: Spreadsheet should appear similar to what is shown below.

Task 2: Calculate the total budget by using the Sum "Σ".

Answer: Budget should total $141.00 as show below.

Birthday Party Budget	
Food/Snacks	$ 40.00
Birthday Cake	$ 25.00
Games/Prizes	$ 10.00
Grab Bags	$ 25.00
Decorations	$ 20.00
Candles	$ 5.00
Drinks	$ 7.50
Invitation Cards	$ 8.50
Total Budget	**$ 141.00**

Task 3: Save a copy of your spreadsheet to the desktop or a USB with the title "partybudget_(yourname)".

The saved spreadsheet should be saved under the title partybudget, followed by the Learner's name. It doesn't matter if capital letters or spaces are added. Practitioner can check desktop or USB to see if this task was completed correctly.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

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Instructor (print):   Learner (print):

_____   _____

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Skill Building Activities

Links to Online Resources:

GCF LearnFree Excel Basics: https://edu.gcfglobal.org/en/excel/

GCF LearnFree Google Sheets Basics:
https://edu.gcfglobal.org/en/googlespreadsheets

LearningHUB courses on digital skills (including Excel):
https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779

LearningHUB Course Catalogue:
https://www.learninghub.ca/apps/pages/coursecatalogue

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