

Task Title: Create and Save a Simple Excel Spreadsheet

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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 “∑”.**

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

# 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 “∑”.**

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:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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>