

# Excel Lesson Plan

## Puppy Pet Adoption Budget

**Assignment:** Students have a budget of \$200.00 to adopt a new puppy and a variety of related items for the puppy. Puppies need a place to sleep, bowls for food, toys, a collar and leash, and other items. Students choose all the items they think they need to get started taking care of the new puppy, but they must keep costs under \$200.00.

Students create a budget using a spreadsheet showing how much they have to spend (**allowance**), and how much each item costs (**expenses**). Students use the autosum formula to calculate the total costs. Students use a simple formula (**allowance - total expenses = money left over**) to subtract total adoption expenses from the \$200.00 allowance to show how much money is left over (**money left over**).

### ASSIGNMENT REQUIREMENTS:

- Students must choose all the items they think are necessary to care for a new puppy.
- Students must get as much as they can for \$200.00 without going over budget.
- Students must create a complete budget showing allowance, total expenses and money left over.
- Students create a column chart (bar graph) showing the price of the different items they chose.
- Note: Make sure to **bold**: allowance, data column titles (items and price), total expenses, and money left over.

### HOW-TO:

#### Column Chart

- Highlight the items and prices of your data (do not include total price).
- Select "Insert" at the top and click on the "clustered column" chart
- Delete the "series" box at the bottom
- Double click on the chart to have the menu pop up to the right. This will allow you to edit the chart title and axis titles.
  - Chart Title: My Dog Adoption
  - X-Axis Title: Items
  - Y-Axis Title: Price
- Change the colors of each of the columns (each must be a different color).

#### Total Expenses Calculation:

- Highlight all the prices (make sure you have included the dollar signs).
- Select  $\Sigma$  AutoSum. It will calculate the prices in the cell below.

#### Money Left Over Calculation:

- Click in the cell below your total expenses.
- Type: =(click on the cell with your allowance price)-(click on the cell with your total expenses). Press Enter. This will calculate the money left over.

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- Your formula may look like this: **=B2-B13**