



Task Title: Create and Save a Simple Excel Spreadsheet

OALCF Cover Sheet – Learner 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 ☐
