

# Assignment 5-Advanced Excel Spreadsheet

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*Spreadsheet Application*

*100 Points*

You will create a more advanced version of the budget spreadsheet from assignment #4. On Assignment #4 you entered the data for each individual month and item. In this assignment you will reference the data from another sheet on your file. This multi-sheet referencing is a very important part of using Excel.

## **Skills Used in This Assignment:**

- Remote sheet access
- Advanced formatting of cells
- Drop down selection for cells
- Complex if statements

## **Basic Requirements:**

All of the following requirements must be met in order to receive any grade on the assignment. If the spreadsheet does not satisfy any of the following you may receive a zero on the assignment.

- The spreadsheet must be in Excel format 2010 or later.
- Your Spreadsheet must #5 must comply with all of the requirements of Assignment #4. You must fix any problems from your previous assignment before starting on Assignment #5.

## **Assignment to Submit for Grade**

1. Use your Assignment number 4 as a starting point for this assignment. Make sure that in the "Save As Type" field, you select "Excel Workbook (\*.xlsx)". For example, if your email address dag11z@my.fsu.edu, you could save the file as "**dag11zAssgn5.xlsx**". This is in Excel 2010 format or later.
2. Correct any problems from Assignment 4. In other words if you received any point deductions they must be resolved otherwise they will be carried forward to this assignment. Also, the formatting requirements remain the same for this assignment as they were in #4. A titles should be bolded, font should be 12 points, values should be in Currency. Also make sure there are borders around the data.

## CGS2060 MS Excel Basic Spreadsheet Assignment

3. [6 pts] Make sure the months across the top row are in the order (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec).
4. [6 pts] Create 12 new sheets for which you will put the data for each month of the year. They should be labeled exactly Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec and in that order.
5. [12 pts] In each month you will replicate the categories for three tables on your Budget sheet ( Variable , Fixed, and Income)
  1. The variable and fixed expenses will have four columns ( Category, Actual, Budget, and Delta). The Delta column will be the Budget minus the Actual.
  2. The Income will have only one column which will be the Actual value.
  3. The Category column will use a drop down where you will select the category of expense ( Examples are: Housing, Grocery, Living, Entertainment, Medical, Charity, etc).
6. [10 pts] Create a new sheet called MonthlyBudget. It will have two columns. One for the category for both the categories of the Variable and Fixed Expenses. The second column will be the amount of money you set aside each month for that expense.
7. [10 pts] Fill in Fictional or Real amounts under the Actual column in the MonthlyBudget sheet.
8. [3 pts] Fill in fictional or actual values on all the sheets where typed in values are required. This should be the Actual columns on Sheets Jan-Dec.
9. [24 pts] Replace the hard-coded values on the BudgetXX page for each month and each item with the corresponding Actual value on the monthly sheet. For instance an entry for the Grocery bill for March should come from the Grocery row on the Mar sheet instead of being typed in directly. Make sure you do this for each entry for the Variable, Fixed, and Income areas. There should be no hard coded numbers in those cells but references to their corresponding Actual value in the months sheets.
10. [5 points] Replace the simple if statement with a more complex if statement. You must ask at least two questions. For example if your Yearly leftover exceeds \$30,000 you can display a message like “ Go to Disney”, else if the yearly leftover is less than \$30,000 but greater than \$10,000 you can display a message like “Pay off Bills”, else display a message like “ Stay Home”.
11. [10 points] For each column in the months sheets ( Jan – Dec) change each column of data to a different color.

12. [ 4 points] Bold all titles and change all data and labels to size 12 and a pleasant font type.
13. [4 points] Place page numbers on the footers of each page.
14. [3 points] Place the sheets in this order, BudgetXX, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, MonthlyBudget.
15. [3 points] Set the print area on each page, set page layout to landscape and set view to 100%.

## Assignment Submission

From our course Web site, click **Assignments**, then click the link for [Instructions for Submitting and Storing Assignment Files](#). Go to the Blackboard site for this class under Assignment #5 Advanced Spreadsheet Assignment and click on the link. Submit the spreadsheet assignment.

Assignments will take approximately two weeks to grade. You will be able to view your assignment grade, along with comments from your recitation instructor, by clicking **View Grades** on the Course menu, then clicking on the assignment. Once graded, assignments cannot be re-submitted.

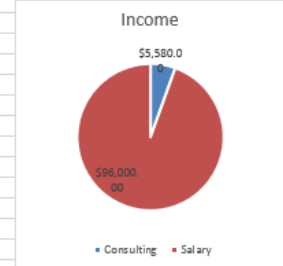
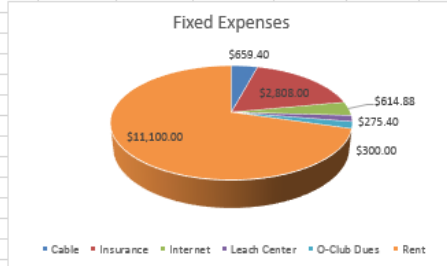
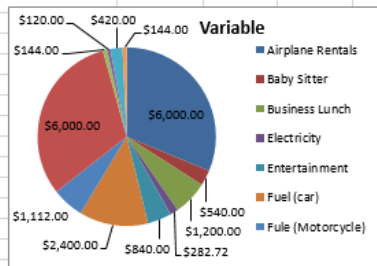
## Late Submission Policy

Assignments are due by 11:59:59 PM on the given date. Assignments will be deducted for each 24 hour period the assignment is late.

CGS2060 MS Excel Basic Spreadsheet Assignment

Sample BudgetXX Sheet

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>Dr. David Gaitros Yearly Budget for 2013</b>													
2														
3	<b>Variable Expense</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yearly Total</b>
4	Airplane Rentals	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
5	Baby Sitter	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$540.00
6	Business Lunch	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
7	Electricity	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$23.56	\$282.72
8	Entertainment	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$840.00
9	Fuel (car)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400.00
10	Fule (Motorcycle)	\$12.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,112.00
11	Grocery	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
12	Junk Food	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$144.00
13	Lottery Tickets	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
14	Water/Sewer/Trash	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$420.00
15	Wood Carving Supplies	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$144.00
16	<b>Variable Monthly Total</b>	<b>\$1,472.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	<b>\$1,560.56</b>	
17														
18	<b>Fixed Expense</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yearly Total</b>
19	Cable	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95	\$659.40
20	Insurance	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$234.00	\$2,808.00
21	Internet	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$51.24	\$614.88
22	Leach Center	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$22.95	\$275.40
23	O-Club Dues	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
24	Rent	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$925.00	\$11,100.00
25	<b>Fixed Monthly Total</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	<b>\$1,313.14</b>	
26														
27	<b>Income</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Yearly Total</b>
28	Consulting	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$465.00	\$5,580.00
29	Salary	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$96,000.00
30	<b>Monthly Total Income</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$101,580.00</b>
31														
32	<b>Total Expenses</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	<b>\$1,325.14</b>	
33	<b>Monthly Leftover</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	<b>\$7,139.86</b>	
34	<b>Yearly Income</b>	#####												
35	<b>Maximum Expense</b>	\$500.00												
36	<b>Average Expenses</b>	\$1,325.14												
37	<b>Total Yearly Leftover</b>	\$85,678.32												
38	<b>Goal</b>	Go to Europe												
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54														
55														



CGS2060 MS Excel Basic Spreadsheet Assignment

*Sample Month Sheet (January and February)*

CGS2060 MS Excel Basic Spreadsheet Assignment

	A	B	C	D	E
1	<b>January Sheet</b>				
2					
3	<b>Variable Expense</b>	<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Delta</b>
4	<b>Airplane Rentals</b>	Housing	\$500.00	\$350.00	(\$150.00)
5	<b>Baby Sitter</b>	entertainment	\$45.00	\$25.00	(\$20.00)
6	<b>Business Lunch</b>	workexpense	\$100.00	\$22.19	(\$77.81)
7	<b>Electricity</b>	utilities	\$23.56	\$120.00	\$96.44
8	<b>Entertainment</b>	entertainment	\$70.00	\$100.00	\$30.00
9	<b>Fuel (car)</b>	workexpense	\$200.00	\$145.00	(\$55.00)
10	<b>Fule (Motorcycle)</b>	entertainment	\$12.00	\$12.00	\$0.00
11	<b>Grocery</b>	other	\$500.00	\$234.00	(\$266.00)
12	<b>Junk Food</b>	selfhelp	\$12.00	\$80.00	\$68.00
13	<b>Lottery Tickets</b>	entertainment	\$10.00	\$10.00	\$0.00
14	<b>Water/Sewer/Trash</b>	utilities	\$35.00	\$56.00	\$21.00
15	<b>Wood Carving Supplies</b>	other	\$12.00	\$23.00	\$11.00
16	<b>Monthly Total</b>		\$1,519.56		
17					
18	<b>Fixed Expense</b>	<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Delta</b>
19	<b>Cable</b>	utilities	\$54.95	\$54.95	\$0.00
20	<b>Insurance</b>	workexpense	\$234.00	\$234.00	\$0.00
21	<b>Internet</b>	entertainment	\$51.24	\$51.24	\$0.00
22	<b>Leach Center</b>	selfhelp	\$22.95	\$22.95	\$0.00
23	<b>O-Club Dues</b>	workexpense	\$25.00	\$25.00	\$0.00
24	<b>Rent</b>	Housing	\$925.00	\$925.00	\$0.00
25	<b>Montly Total</b>		\$1,313.14		
26					
27	<b>Income</b>	<b>Actual</b>			
28	<b>Consulting</b>	\$465.00			
29	<b>Salary</b>	\$8,000.00			
30	<b>Total Salary</b>	\$8,465.00			
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					

CGS2060 MS Excel Basic Spreadsheet Assignment

	A	B	C	D	E
1	<b>February Sheet</b>				
2					
3	<b>Variable Expense</b>	<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Delta</b>
4	Airplane Rentals	Housing	\$500.00	\$350.00	(\$150.00)
5	Baby Sitter	entertainment	\$45.00	\$25.00	(\$20.00)
6	Business Lunch	workexpense	\$100.00	\$22.19	(\$77.81)
7	Electricity	utilities	\$23.56	\$120.00	\$96.44
8	Entertainment	entertainment	\$70.00	\$100.00	\$30.00
9	Fuel (car)	workexpense	\$200.00	\$145.00	(\$55.00)
10	Fule (Motorcycle)	entertainment	\$100.00	\$12.00	(\$88.00)
11	Grocery	other	\$500.00	\$234.00	(\$266.00)
12	Junk Food	selfhelp	\$12.00	\$80.00	\$68.00
13	Lottery Tickets	entertainment	\$10.00	\$10.00	\$0.00
14	Water/Sewer/Trash	utilities	\$35.00	\$56.00	\$21.00
15	Wood Carving Supplies	other	\$12.00	\$23.00	\$11.00
16	<b>Monthly Total</b>		\$1,607.56		
17					
18	<b>Fixed Expense</b>	<b>Category</b>	<b>Actual</b>	<b>Budget</b>	<b>Delta</b>
19	Cable	utilities	\$54.95	\$54.95	\$0.00
20	Insurance	workexpense	\$234.00	\$234.00	\$0.00
21	Internet	entertainment	\$51.24	\$51.24	\$0.00
22	Leach Center	selfhelp	\$22.95	\$22.95	\$0.00
23	O-Club Dues	workexpense	\$25.00	\$25.00	\$0.00
24	Rent	Housing	\$925.00	\$925.00	\$0.00
25	<b>Montly Total</b>		\$1,313.14		
26					
27	<b>Income</b>	<b>Actual</b>			
28	Consulting	\$465.00			
29	Salary	\$8,000.00			
30	<b>Total Salary</b>	\$8,465.00			
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					

*Sample Monthly Budget Sheet*

	A	B	C
1	<b>Monthly Budget</b>		
2			
3	<b>Variable Expense</b>	<b>Monthly Budget</b>	
4	Airplane Rentals	\$350.00	
5	Baby Sitter	\$25.00	
6	Business Lunch	\$22.19	
7	Electricity	\$120.00	
8	Entertainment	\$100.00	
9	Fuel (car)	\$145.00	
10	Fule (Motorcycle)	\$12.00	
11	Grocery	\$234.00	
12	Junk Food	\$80.00	
13	Lottery Tickets	\$10.00	
14	Water/Sewer/Trash	\$56.00	
15	Wood Carving Supplies	\$23.00	
16			
17			
18	<b>Fixed Expense</b>	<b>Montly Budget</b>	
19	Cable	\$54.95	
20	Insurance	\$234.00	
21	Internet	\$51.24	
22	Leach Center	\$22.95	
23	O-Club Dues	\$25.00	
24	Rent	\$925.00	
25			
26			
27			
28			
29			