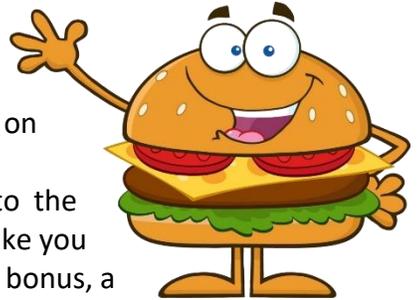




# Manager Expenses

Name: \_\_\_\_\_ Hour: 1 2 3 4 5

Several days after Mr. Larson visited with you about creating the previous spreadsheet for him; the manager called you into the office and promoted you to the kitchen prep staff. The manager also tells you that your paycheck will have the \$50 bonus added to it this Friday. The manager went on to tell you that Mr. Larson was impressed with how you cleaned the bathrooms without complaining as other employees usually do. He tells you that you can work several more hours on Saturdays if you want to earn some more money as well.



A week later Mr. Larson arrives at the restaurant and calls you into the manager's office. He tells you that he has another spreadsheet that he would like you to work on. In addition to getting a paycheck, the manager also gets a monthly bonus, a free car (along with insurance, gas, maintenance), and a few other benefits. He tells you that this information is confidential and that you cannot tell anyone else about the project.

Mr. Larson hands you a few notebook pages with handwritten notes and asks if you can have this done in a few days. You tell him that you will have it to him by tomorrow night (you have tomorrow off work).

Draw a line through each sentence when you finish it so you do not accidentally skip a step! ~~Just like this.~~ You could use a **highlighter pen to highlight each sentence** as you complete that step if you prefer.

You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

1. Save the workbook as "HHH Manager Benefits".
2. Change the name of Sheet 1 to "Manager Benefits".
3. Change the margins to be 1" margins on all 4 sides of the piece of paper.
4. After looking at the notes Mr. Larson gave you, you create the spreadsheet below. Obviously, replace Mr. Larson with your own first and last name. You do not need to type the question marks.



Put this in your portfolio!

	A	B	C	D
1	Mr. Larson's Happy Hamburger Hut			
2	Manager Expenses - Rupert, Idaho			
3				
4		This Year	Next Year	Change
5				
6	Car payment	6670.25	2571.54	?
7	Insurance	1423.14	1356.25	?
8	Gas	2995.23	2865.45	?
9	Cell Phone	1354.67	1369.82	?

5. It is always a good idea to double check that you typed all your numbers in correctly. All it would take is one single number to be wrong and you would get the wrong answer to a math problem.
6. Adjust the width of the columns according to what we discussed in class.
7. Mr. Larson told you that he was interested to see if the first year you are comparing cost him more money than the second year. To find the answer to this question, go to cell D6 and use a formula to subtract the “Next Year” expenses from the “This Year” expenses. Use the formula =B6-C6. Now, use a similar formula in cells D7, D8 and D9 to what will happen to those expenses.
8. You realize that on the previous project, Mr. Larson asked you to use the real years, so you should probably change “This Year” to whatever year this actually is. Change “Next Year” to whatever year we will be in next year.
9. You decide that “Difference” would sound better than “Change”, so you change that as well.
10. You notice that the cells need some adjustment so you stretch or shrink how wide they are again.
11. You realize that you need the dollar symbol next to your numbers so you select all the numbers that deal with money and then format them to the currency format by clicking on HOME – NUMBER – CURRENCY from the drop down list.



12. As you are working on the project, Mr. Larson sends you an e-mail and apologizes for not giving you another sheet of paper that he left at the office. He scanned it in and it was attached to your e-mail. He asks you to include the new information between the Gas and the Cell Phone bill. To do this, click on the number 9 on the left of cell A9. Now your entire row should be selected. Click on HOME – CELLS – INSERT – INSERT SHEET ROWS to insert an empty row. Insert enough rows so you can enter in the new information.



13. Enter the new information into the correct cells and use formulas to calculate your answers.

	A	B	C	D
9	Oil changes	80.56	69.64	?
10	Wax	32.65	24.23	?
11	Repairs	432.23	236.37	?



14. Readjust how wide your columns are while ignoring the Row and Column headings when doing this.
15. Type the words “Total Bills” in cell A14 and use the SUM formula to add up cells B6 through B12, C6 through C12 and D6 through D12 in the appropriate cells.
16. You decide that you do not like the default font and size so you select **\*all\*** the cells using the special Select All button we learned about while doing the previous assignment. Now, change the font to CANDARA 14.

17. If you need to, make the columns wider so the information fits in them. Ignore the Row and Column headings when doing this.

18. Mr. Larson sends you another e-mail and tells you that next year he plans to get the manager a new car (confidential, you cannot tell the manager!). He asks you to change the amount budgeted for the car payment to \$7500.00 for next year since he is not sure what car or truck the manager will ask to have.



19. You decide that you want the years and the word "Difference" to be in the center of the cells so you select the cells and go to HOME – ALIGNMENT – CENTER icon.

20. You also decide to bold them as well so you select them again and turn on the Bold icon.

21. You also decide that it would look nice to have the gridlines printed on the paper, as well as the A, B, C and 1, 2, 3, etc. This is under PAGE LAYOUT – SHEET OPTIONS – SHEET OPTIONS – put a checkmark in PRINT under both Gridlines and Headings.

22. You are done with the project but run spell check to make sure you do not have anything spelled wrong before you give Mr. Larson your work. Click in cell A1 and go to REVIEW – SPELLING and check for spelling mistakes.

23. Show Mr. Larson your formulas using CTRL - ~ and then print your paper. Proofread it very carefully.

24. On the bottom of your paper, write a short paragraph on the importance of knowing how to do a story problem correctly. Once you finish your paragraph, turn your paper into the bin.

25. You are done with the project so you save and close the file, and then work on your homework.



# Notes