



Office Expenses

Name: _____ Hour: 1 2 3 4 5

Mr. Larson is the owner of the Happy Hamburger Hut chain of restaurants. Over the years, he has grown from a single restaurant in Rupert, to over 100 locations throughout Idaho and Utah. He has 100 assistant managers, 100 managers, 7 regional managers, and 10 people at the corporate headquarter here in Rupert that help him run his fast food empire. He hates spending time at the office, so he hangs out at the local restaurants a lot.



You started working at the Rupert location last month. You had no problem getting the job based upon winning some poster contests as a middle school student (they still use some of your ideas)! All student employees start as entry-level employees. They have jobs such as cleaning tables, restocking the ketchup dispensers, cleaning the bathrooms, and other simple jobs before they can work in the kitchen or take orders.

Every month all the employees meet with the manager to evaluate how their job is going and to review their grades at school (Mr. Larson expects his student employees to maintain good grades to work for him). Mr. Larson comes to the restaurant for a spot check and tells the manager that he will do the employee visits so the manager can focus on the broken ice cream machine while the maintenance crew works on it.



During the visit, Mr. Larson notices you are in an Excel class. He asks you to create a spreadsheet to compare some information he was looking at earlier. He goes on to tell you that if you do a good job, he will give you a \$50 bonus on your next paycheck, and you will be able to work in the kitchen prepping the food instead of cleaning the restaurant.

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.

1. Save the workbook as "HHH Office Expenses" **Put this in your portfolio!**
2. You want the "Sheet 1" tab on the bottom of the screen to have a descriptive name. Please double click on "Sheet 1" and rename it "Sample Expenses". Press the enter button to tell Excel you are done typing.
3. You would like the margins to be 1 inch on all four sides of the paper. To do this, go to PAGE LAYOUT – PAGE SETUP – MARGINS and find the appropriate setting from the drop down list.
4. Type the information from the spreadsheet below this direction into the correct cells. Replace Mr. Larson with your own first and last name. You do not have to ever type the question marks into the spreadsheet.



	A	B	C	D
1	Mr. Larson's Happy Hamburger Hut			
2	Office Expenses - Rupert, Idaho			
3				
4		Year 1	Year 2	Change
5				
6	Student Wages	95000	92500	?
7	Student Bonuses	6000	4600	?
8	Pandora Ads	2050	1900	?
9	School Donations	4600	4000	?



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 how wide your columns are now. You want column A to be wide enough that your mouse cursor fits on the right hand side of “School Donations”. It is OK for the information in cells A1 and A2 to overlap in column B and C. You also need to adjust how wide column B, C and D are so your mouse fits in those cells as well.

7. In cell D6 you want to find out if the Happy Hamburger Hut spent more money the second year you are comparing, or, if they saved any money on any of the categories. To find the answer to this question, use a formula that subtracts the “Year 1” expense amount from the “Year 2” expense amount. To do this, use the formula =C6-B6. Type the appropriate formulas in cells D7, D8 and D9 to find the rest of the answers. If necessary, re-adjust how wide your cells are in column D

8. In this case, negative numbers tell us that when we compare the first and second year that we actually saved money the second year, so negative numbers are good thing in this particular case.

9. Mr. Larson e-mails you and asks you to change “Year 1” to whatever this year is (2011 for example). He also wants you to change “Year 2” to whatever next year is going to be. Now that you have changed the information, you may need to make the columns wider or narrower because the width of the information is different.

10. You want all the numbers that are talking about money to have a dollar symbol next to them. In order to do this you need to select all the numbers that deal with money with your mouse. To do this, you need to click in cell B6 and hold down the left mouse button. Now, while holding the button down, drag your mouse down to cell D9 and then let go of the button. On the ribbon, go to HOME – NUMBER. In this group, you will find a drop down list that probably says “General”. Click on “General” and look in the list that that popped down on the screen. Find the “Currency” choice and click on it. This will put a dollar symbol next to the number and put the .00 next to any numbers that do not have decimal places.



11. Now that the numbers have the dollar sign and have the amount in cents at the end, you might have hash tags (#####) in the cells. This tells us that the cell is too narrow to show the entire number and you need to make the cell or column wider. Make the columns wide enough that the mouse cursor fits in the cell.

12. You will notice that in the HOME – NUMBER group that there is a \$ sign icon. You do not want to use this icon since it chooses something called “Accounting” and not “Currency”. Accounting puts the dollar sign way over the left hand side of the cell instead of right next to the number.

13. Mr. Larson e-mailed you again and asked you to put some more information in your project. He asks that it go between the “Student Bonus” row and the “Pandora Ads” row. To do this you need to click on the number 8 on the left of cell A8 where it tells you the row name. Your entire row 8 should be shaded in. You can now go to HOME – CELLS – INSERT – INSERT SHEET ROWS to insert an empty row. You need three new rows so you will need to repeat this step two more times.

14. On the next page, you find a spreadsheet that contains the new information. Type the new data into the correct cells.

	A	B	C	D
8	Toothpicks	350	400	?
9	Newspaper Ads	2201	425	?
10	Window Painting	500	567	?

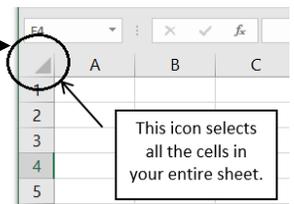
15. Now, find the answers for the questions in column D using the same type of formula you used on the other cells.

16. Adjust how wide the columns are if any of the new information does not fit in the cell.

17. Type the word "Expense Totals" in cell A14.

18. You want to find out how much money the restaurant spent each of the two years. Go to cell B14 and use a SUM formula to add up everything from B6 through B12. Now add up how much money the restaurant anticipates to spend next year in cell C14. Do the same for cell D14.

19. Select ***all*** the cells using the special "Select All" button that the graphic on the right side of the paper shows you. Once you click on it, it will shade ALL the cells in the entire sheet gray. Now, change the font to ARIAL 12 by clicking on HOME – FONT – Font and Size.



20. You just messed up our project! You now need to readjust all our column widths so the information fits the cells again!

21. You would like the headings above the columns to be in the center of the cells they are typed in. To do this, select the three cells with the years in them as well as the Change cell. Now, go to HOME – ALIGNMENT and find the CENTER icon and click on it.

22. Click in cell A14 and center the text "Expense Totals".

23. You would like the lines around the cells and the names of the rows and columns to print on the paper. Go to PAGE LAYOUT – SHEET OPTIONS. Put a checkmark in PRINT under both Gridlines and the Headings choice.

24. You need to spell check your work. Click in cell A1 and go to REVIEW - SPELLING and fix anything wrong.

25. Mr. Larson sends you an e-mail and asks you to change the bonus amount from \$4,600.00 to \$5,200.00. Several of your answers have probably changed because you changed this dollar value.

26. Readjust all your columns if necessary.

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

28. On the bottom of the paper, write a short paragraph about why negative numbers are not always a bad thing. Once you finish your paragraph, turn your paper into the bin.

29. You are done with the project so you save your work and close the file.



Notes