

Mr. Larson's Trucking Company

Name: _____ Hour: 1 2 3 4 5 6 7 8

1. Save the project as "November Logbook". Sheet 1 should be named "November Logbook".
2. Change your paper from "Portrait" to "Landscape".
3. Set your margins to .75" margins on the top and bottom and .25" on the left and right. Turn on your Row and Column headings as well as your Gridlines.
4. Change the paper size from "Letter" to "Legal". This is located under PAGE LAYOUT – PAGE SETUP – SIZE and choose LEGAL.
5. Select cells A4 through A8 then go to HOME – NUMBER – EXPAND – DATE and choose the date format that looks like the dates on the spreadsheet below from the list of types.
6. Type the information into the correct cells and replace Mr. Larson with your own name.



	A	B	C	D	E	F	G	H
1	Mr. Larson's	Trucking Company						
2								
3	Date	Company	Product	Driver	Start Mileage	End Mileage	Gallons of Fuel	Cost per Gallon
4	11/1/2006	Wilson Farms	Sugar Beets	Mike	28965	29212	42	3.92
5	11/1/2006	Miller Farms	Potatoes	Tom	15896	16234	60	3.92
6	11/2/2006	Tailor Tractor Supply	Combine	Mike	29213	30638	215	4.09
7	11/2/2006	Tony's Fish Hatchery	Frozen Trout	Tom	16235	17051	141	4.09
8	11/4/2006	Harry's Happy Pig Farm	121 pigs	Tom	17052	17776	119	4.21
9								
10								
11								
12								
13	50	Loading Fee						
14	2.95	Amount Charged Per Mile Driven						
15	0.5	Amount we pay our drivers per mile						
16	1.25	Amount for Truck Payment, Tires, Repairs, Etc.						
17								
18	?	Total Miles Driven						
19	?	Gallons of Fuel Used						
20	?	Average Cost Per Gallon						
21	?	Average Miles Per Gallon						
22	?	Total Billable Amount						
23	?	Total Driver Earnings						
24	?	Total Cost of Fuel						
25	?	Total for Truck Payment and Repairs						
26	?	Total Company Profit						
27								
28	?	Mikes Paycheck (Before Taxes)						
29	?	Tom's Paycheck (Before Taxes)						

7. Select ***all*** your cells and change the font to Arial 10.
8. Select Row 3 and then turn on Center and Wrap Text. Also turn on Bold.
9. You want column A to be 10 wide.

10. Select the following columns and make them as wide as the directions tell you: B should be 22 wide, C is 14, D through I are to be 8 wide, J is 2 wide, K and L are 8 wide, M is 2 wide, N through Q are 10 wide.
11. Select cells A1 through Q1 and use "Merge and Center". While this is still selected, change the font size to 24 and turn on Bold. Shade this a color of your choice so long as you can still read the words.
12. Italicize cells D4 through D8. Select cells E4 through F8 and change this to the Number format with no decimal places and turn on the Thousand Separator and change the font to a green color. Cells G4 through H8 should be in Dark Red for the font color, Number format with 2 decimal places. H4 through I8 need to be in Currency format.
13. Select A13 through A16 and turn on Currency format.
14. In the following cells, type in the words that follow the colon. I3:Cost of Fuel, K3:Miles Driven, L3:Miles per Gallon, N3:Billable Amount, O3:Driver Earnings, P3:Payments and Repairs, Q3:Company Profit
15. You want to know how much it costs us to fill the truck up with fuel. You already know how many gallons of gas you used and how much each gallon of gas costs when you purchased it. To find out how much money you spent, multiply these two things together and put the answer in I4. Figure out how much it cost for fuel for the rest of the trips. Make all these answers appear in Red.
16. You now want to know many miles your truck drivers went on each trip. The drivers tell us how many miles were on the trucks when they started the trip and how many miles were on the truck when they got back. Use "Starting Mileage" and "Ending Mileage" and calculate how many miles each trip was and put the answer in cell K4. If you get negative answers, you did your formula backwards. These answers should be in Number format, no decimal places and Thousand Separator turned on.
17. You now want to know how many Miles per Gallon your trucks got on each trip. To find this, you need to know 2 things: How many miles you went, and how much gas you used to go that far. Divide the number of Miles Driven by how many Gallons of Fuel you purchased, put the formula in cells L4, L5, L6, L7 and L8. These answers should be in Number format, with one decimal place and Thousand Separator turned on.
18. You are now ready to calculate how much to charge your customers that you hauled things for. You charge them for every mile you drove and also a loading fee. This formula will have 3 parts. Multiply the "Miles Driven" by "Amount Charged Per Mile Driven" and then add the "Loading Fee". Also figure out cells N5, N6, N7 and N8 as well. These answers should be in Currency format. Make these answers appear in Violet.
19. Our drivers need to know how much money they get paid for each trip. In cell O4, use a formula that multiplies how many miles they drove on the trip by how much you pay them for each mile they drive. These cells should be in Currency format. Make these answers Red.
20. Our company has to make monthly payments for the truck you have, as well as set aside money to buy 18 new tires for each truck when they wear out, and for other expenses such as oil changes, engine repair and insurance. In cell P4, multiply the "Miles Driven" by "Amount for Truck Payment, Tires, Repairs, Etc." Now put formulas in cells P5, P6, P7 and P8. These cells should be in Currency format. Make these answers Red.



21. You now need to know how much money the company earned for each trip after you paid the bills. In cell Q4, take the “Billable Amount” and subtract the “Cost of Fuel” as well as “Driver Earnings” and also subtract “Payments and Repairs”. Repeat in Q5, Q6, Q7 and Q8. These should be formatted to Currency format. Make these answers Blue.

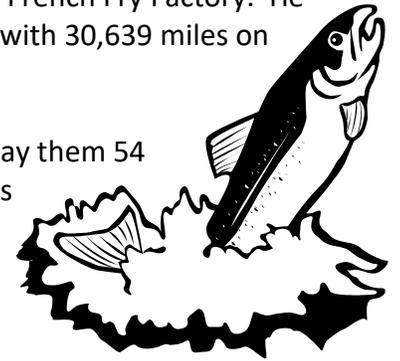


22. In cells B18 through B26, you have some text. Read the text, then to the left of the text in column A you need to use formulas to find the answers to the questions. All of these answers should be in Currency format, except for cells A18, A19, and A21. Format cell A18 so that is a Number format with no decimals and a Thousand Separator turned on. Format cell A21 so that is a Number format, one decimal and no Thousands Separator.

23. In cell A28 and A29, you want to know how much you need to pay your drivers, use a formula that adds up how much money they earned for each trip and put the answers in cells A28 and A29.

24. One of your drivers brings you in some paperwork from a trip he just got back from. Click on row 8 and insert a new row so you can type between Tony’s Fish Hatchery and Harry’s Happy Pig Farm.

25. Using the following paragraph, fill in the information into the correct cells and then find the correct answers: Mike delivered a load of French fries on November 3, 2006 for Bills French Fry Factory. He used 58 gallons of fuel and paid \$3.96 a gallon at the gas station. He started with 30,639 miles on the truck and now has 31,004 miles on the truck now that he has returned.



26. Today is also the day you give your drivers a raise each year. You decide to pay them 54 cents a mile for every mile they drive for you. Change their pay from 50 cents to 54 cents per mile in the correct cell.

27. You also realize you made another mistake. You need to only charge \$2.55 a mile instead of the \$2.95 a mile you accidentally typed in otherwise, you will have some grumpy customers when you overbill them!

28. If you are in the regular class, use the standard header and footer. If you are in the Honors class, the header should have “3rd Quarter Log Book” in the upper left corner. Change the font to Calibri size 14 and the color Blue.



29. If you are in the Honors class, the footer should have “Generated on <date>” using the date icon on the left side. On the right I would like the word “Page” followed by the page number icon. Use Calibri size 12 and the color Blue for everything in the footer.

30. Double check all your numbers and check for spelling errors.

31. This will need to be printed on Legal sized paper. Please ask Mr. Larson to put this special paper in the printer before you print. Now print out your file and check your work. Fix any mistakes and reprint it.

32. Write a paragraph about what you think it would be like to drive a semi! Explain why this job is a necessary and important job to have.

33. When you are done, show him your formulas and turn it in. Save and close the file.