**12 DAYS OF MIDDLE SCHOOL**

 **Microsoft Excel Project**

Take a look at these new words to a familiar holiday song:

*On the first day of Middle School my teachers gave to me, a locker for keeping all my stuff.*

*On the second day of Middle School my teacher gave to me, 2 new friends and a locker for keeping all my stuff.*

*On the third day of Middle School my teachers gave to me, 3 world maps, 2 new friends and a locker for keeping all my stuff.*

 *… and so on. This pattern continues for 12 days.*

Here are the rest of the gifts:

|  |
| --- |
| Price List |
| Lockers | $28.95 each |
| Friends | Priceless ($0) |
| World Maps | $8.50 each |
| Books | $6.95 each |
| Textbooks | $36.95 each |
| Hallway passes | $0.75 each |
| Spelling Test | $5.00 each |
| Calculators | $6.25 each |
| Sheets of paper | $.02 each |
| Spelling words | $2.00 each |
| One hour of homework | $6.50 each |
| Sharpened pencils | $0.25 each |

 4th day: 4 books to read

5th day: 5 new textbooks

6th day: 6 hallway passes

7th day: 7 spelling tests

 8th day: 8 calculators

9th day: 9 sheets of paper

 10th day: 10 spelling words

 11th day: 11 hours of homework

 12thday: 12 sharpened pencils

Your job is to find out how much money Middle School can cost according to this song. Using Excel you will create a spreadsheet on the computer so that it will do all the Math. You need to show each of the 12 days and all of the items bought on each day. We will set up formulas for the computer to figure the cost of all of the 12 days.

**Follow these directions for setting up your spreadsheet to calculate how expensive middle school can be.**

1. Open Microsoft Excel.
2. Go to File -> Page Setup -> Choose Landscape -> OK to change the orientation of the page in case you print these.
3. In cell A1, type your name.
4. In cell A2, type 12 Days of Middle School.
5. Skip cell A4, but starting in B4 and going across type Day 1, Day 2, Day 3 and so on until Day 12 is in M4.
6. Type #of items in N4.
7. Type Cost per item in O4.
8. Type Total Costs in P4.
9. Starting in A5 and going down, type in the items in order that will be given by the teacher. (i.e. A5 will be locker, A6 will be friends, etc.)
10. Then enter the quantity of each item in the appropriate cell. (i.e. B5 will have 1 for one locker, C5 will have 1 and C6 will have 2 for 2 news friends and a locker, etc.) Continue this pattern until you have all gifts entered.
11. Once all gifts are entered, we will have the spreadsheet calculate the number of items. Highlight cells B5-N5 and click the sum button (Σ) on your toolbar. It should automatically calculate the sum of those cells and put the total in N5.
12. Now to copy that formula to the rest of the cells in N, select N5, then click on the small black circle in the lower right hand corner of the cell, hold and drag down to N16 and stop. You should see the totals in the entire column now.
13. Enter the cost per item from your worksheet in column O.
14. To calculate the Total Costs, select P5 and type =N5\*O5 then hit enter.
15. Copy this formula down the same way you did for column N.
16. In N18 type Grand Total.
17. Highlight P5-P18 and click the sum button (Σ) on your toolbar.
18. Now you should see the total cost of middle school in P18.