# Analyzing and Presenting Fundraising Data

***Problem:*** the teachers at Wee Ones Day Care have been running fundraisers throughout the year so that the day care can fund the many field trips that the children take. Over the last year, money has come in from different events, including bake sales , car washes, community book sales, and similar activities. In addition, cash donations were received from individuals and business groups, and grants were received from several government agencies in the city. The owner of the day care has asked you to organize the information about the money that has flowed from these events and prepare a basic spreadsheet, as shown below, for use by the administration team.

***Instructions Part 1:*** Start Excel and enter the text from the table below.

1. Place the text, **Events**, from the top-left of the table in cell A1.
2. Place the remainder of the table in the adjacent rows and columns in the worksheet.
3. Format the range B2:E2 with Currency formatting with floating dollar signs.
4. Format the range B3:E7 with Accounting Number Format.
5. Change the column widths as necessary to fit the data.
6. Double-click the Sheet 1 tab, and rename the tab to **Fundraising Overview**.
7. Change the tab color to Red.

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| --- | --- | --- | --- | --- |
| **Events** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
| **Bake Sales** | 354 | 98 | 39 | 117 |
| **Car Washes** | 192 | 0 | 430 | 381 |
| **Community Book Sales** | 91 | 119 | 43 | 117 |
| **Corporate Donations** | 1678 | 891 | 1229 | 834 |
| **Individual Donations** | 2800 | 0 | 1500 | 0 |
| **Government Grants** | 2500 | 1250 | 3000 | 0 |

1. Insert 2 new rows above row 1.
2. Enter the text **Fundraising at Wee Ones Day Care** in cell A1 and the **text A Year in Review** in cell A2.
3. Merge and center the cell A1 text across columns A through E, and do the same for the cell A2 text.
4. Format cells A1:E2 with the Title style; change the font size of the text in row 2 to size 16.
5. Format cells A1:E3 with the Heading 3 style.
6. Apply the Equity theme to the workbook.
7. To align the column widths to their best fit, double-click the left column border for columns B through column F.

***Instructions Part 2:***

1. In cell A10, enter Total and apply the Total cell style to the range A1:E10.
2. In cell A11, enter **Lowest Funding Amount**.
3. In cell A12, enter **Highest Funding Amount**.
4. In cell A13, enter **Average funding Amount**.
5. Bold the text in cells A10:A13, change the font in these cells to Arial Narrow, size 10.
6. Change cells B4:E10 to font size 14.
7. In cell B10, use the Sum function to sum the values in the range B4:B9.
8. Copy the formula in cell B10 to the range C10:E10 and apply the Currency format to the numbers in the range B10:E10.
9. In cell B11, use the Insert Function button to insert the MIN function for the range B4:B9. Use the fill handle to cop the formula from B11 to the range C11:E11.
10. In cell B12, enter **=max(B4:B9)**. Copy the formula in cell B12 to the range C12:E12.
11. In cell B13, use the Insert Function button to insert the AVERAGE function for the range B4:B9. Use the fill handle to copy the formula from cell B13 to the range C13:E13.
12. Select the range B11:E13. Format the range with Accounting Number Format. Use the Decrease Decimal button to remove all decimal places from the values in the cells.
13. If necessary, select the range B11:E13. Change the font color of the text to Dark Red, change the font to Times New Roman; and change the font size to 12 point.
14. Delete the contents of cell C8 and enter 350.
15. Using the Find & Select button to find all cells containing the word **Quarter**, replace all instances with the words **Fiscal Quarter**, and then use the Wrap Text button to wrap the text.
16. Highlight the range B3:E3, and using the Fill Color arrow, select Orange, Accent 1, Lighter 40%.
17. Highlight the range A4:A9. Using the Format Cells command on a shortcut menu, choose the sixth choice in the seventh row of the Background Color palatte.
18. To create a chart to make your spreadsheet more effective, use the range A3:A9 and the Bar button to create a Clustered Bar in 3D chart.
19. Double-click the Horizontal Axis of the chart, and then change the Major Unit to 1000.
20. Select the chart and position the top left corner over cell A15.

***Instructions Part 3:* Finishing Touches**

1. Use the Colors button to select the Flow color for the workbook theme (located on the Page Layout Tab).
2. To showcase the team’s efforts in the 2nd quarter, rename the Sheet2 tab to Second Fiscal Quarter.
3. From the Fundraising Overview tab, use the range A3:A9 and the range C3:C9 to create a 2-D Pie chart. Use the Move Chart command to move the chart to the Second Fiscal Quarter tab.
4. On the Second Fiscal Quarter tab, use the Change Chart Type command to change the chart to Pin in 3-D.
5. Use the Themes button to select the Waveform theme and use the Format Data Series command to change the Pie Explosion to 10%.
6. Select the graph and position the upper left corner in cell A4 and enlarge the graph so the lower right corner is in J18.
7. In cell A2, enter To Be Reviewed at Next Meeting.
8. Select cells A2:J2 and then use the Merge & Center button to merge and center the text.
9. Change the font to the text to Bodoni MT, 28 pt.

***Prepare to Print!***

1. Group the spreadsheets and insert a header (Name on the left, date in the center, page# on the right).
2. Ungroup the spreadsheets.
3. Change the orientation to Landscape.
4. Print the sheet, Second Fiscal Quarter on the colored printer.
5. Print the sheet, Fundraising Overview both regular and then formula view (make sure to select “Fit Sheet on One Page”) on the colored printer.
6. Staple and turn in.