**Spreadsheet Grocery Shopping Project**

**Purpose:**

* Locate pricing information using the internet
* Create a spreadsheet of information using Excel using formulas to multiply and add data
* Stay within a budget

**Procedure:**
For this project, you will be planning a party for the class for the day before a holiday. Before you begin, write out a plan for what you need (a grocery list). Don't forget small things like condiments, paper plates, cups, etc. Your budget will be $7 per person in this class. Keep in mind that you are trying to find a food of substance, sweets, and something to drink and you need enough for everyone. After you have begun planning, set up your spreadsheet similar to below (insert as many rows are you need before the Totals section. Insert appropriate formulas where indicated. Be sure to widen columns as needed to make the spreadsheet look nice; all of it should fit on one page:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **A** | **B** | **C** | **D** | **E** | **F** |
| **1** | **Class Party Project** |   |   |   |   |
| **2** | **Item Description** | **Unit Price** | **Quantity** | **Total Price** | **Notes** |
| **3** | Dixie Everyday Paper Plates 10 1/4" | $ 2.85 | 2 | =FORMULA | 24 per pack |
| **4** |   |   |   |   |   |
| **5** |   |   |   |   |   |
| **6** |   |   |   |   |   |
| **7** |   |   |   |   |   |
| **8** |   |   |   |   |   |
| **9** |   |   |   |   |   |
| **10** | **Total Amount for Party** |   |   | =FORMULA |   |
| **11** | **Total Amount Budgeted** | $ 7.00 | # in class | =FORMULA |   |
| **12** | **Total Amount Left Over** |   |   | =FORMULA |   |
| **13** | *Budget Prepared by: Your Name* |   |   |   |   |

**Extension:**
Write a letter to me, your teacher, with your budget attached explaining to me exactly what you plan to do for the party (what we will be having, when we will have it, etc.). If you are over budget, explain why and justify your reason. Be sure to print a copy with formulas visible as well so that I may check your work.