Microsoft Excel: **A Million Dollars**  
(100 Points)

**Learning Targets:**

Students will be able to:

➢ Perform research and create an excel spreadsheet with formulas and a pie chart by using different functions like bold, merge and center, color fill in, borders, wrap text, center.

**Classwork:**

You have just inherited $1 Million, the only problem is you only have 1 year to spend the money. You need to come up with a plan on spending **ALL** the money and not going over your budget of $1 Million. You need at least 10 items.

1. Open a blank Excel Workbook and save it as **A Million Dollars**
2. Under the Page Layout tab, **Click on Orientation --> Landscape**
3. For this project you will use the Internet to perform research and create a spreadsheet to keep track of all the money you spend: You will include this information in each cell:

   a. **Select and Highlight Cells A1, B1, C1, D1** - Under the Home Tab, click **Merge and Center**
      i. Title it: ‘How I Would Spend $1 Million’
      ii. **Bold** the title
      iii. Change the Font Size to **22**
      iv. Use the borders to resize the width and height of cells
b. **Cell C2:** Title it ‘Total Spent’

c. **Cell D2:** Title it ‘Total Remaining’

d. **Cell C3:** Type this Addition formula and press enter  
   \[=\text{SUM}(C5:C21)\]

e. **Cell D3:** Type this Subtraction formula and press enter  
   \[=(1000000-C3)\]

f. **Cell A4:** Title it ‘Item’ and **Bold** it

g. **Cell B4:** Title it “Description’ and **Bold** it

h. **Cell C4:** Title it ‘Item Value’ and **Bold** it

i. **Cell D4:** Title it ‘Value Source’ and **Bold** it
   
i. Include websites where you got your information Example:  
   (zillow.com) **DO NOT** use the full URL

j. Select Cell **A1** all the way down to **3D** then **Fill in** a bright orange color
   
i. **DO NOT** use the small square to select the cells. Simply left click in  
   the middle of a cell, and while holding down the left click, drag the  
   mouse across the range of cells you need to select.

k. Select Cell **A4** all the way down to **D4** then **Fill in** a bright gray color

l. Select Cell **C2** all the way down to **D3** then under the *Home* button, click on  
   **Borders-->All Borders**

m. Select Cell **A4** all the way down to **D21** then under the *Home* button, click  
   on **Borders-->All Borders**

n. Select Cell **A2** all the way down to **D4** then under the Home button, click on  
   the **Center**

o. Select Cell **A5** all the way down to **D21** then under the *Home* Button, click  
   on **Wrap Text.** Wrap Text will make sure text does not overlap.
4. When you have entered all your information, you will create a Pie chart using ONLY Columns A and C to display all the items you spent your money on and their value.
5. To create a Pie Chart
   a. Select all of your ITEMS starting with the title (A4)
   b. Hold down CTRL------ don’t let go!
   c. Select all of your ITEM VALUES starting with the title (C4)
   d. Let go of CTRL
   e. Under the INSERT Tab, click the Pie Chart drop down menu and choose the basic 2D Pie Chart or 3d Pie Chart

6. Click on the pie chart, click on the +, Check off Chart title, Data Labels, and Legend.

7. Double click on the pie chart title and change it to 1 Million Dollar Spending
8. Make your chart bigger and Drag your Pie Chart under your Data
9. Save and Upload to your weebly eportfolio in the computer class page.
### Rubric

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>40</td>
<td><strong>Data</strong> (Elements: Item name, Item Description, Item Value, Value Source)</td>
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<tr>
<td>40</td>
<td><strong>Pie Chart</strong> (Elements: Title, Labels, Legend)</td>
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<tr>
<td>5</td>
<td><strong>Spreadsheet Formats</strong> (Bold, merge and center, Fill in, Borders, wrap text)</td>
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<tr>
<td>15</td>
<td><strong>Submitted on time</strong></td>
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<table>
<thead>
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<th>TOTAL</th>
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