

# Business Technology I

## Excel

### Dog Days Daycare Finances

#### Enter Data:

- ☆ Start a new file in Excel – save as **Dog Days Daycare** in your Excel folder
- ☆ Enter the data shown on page 2 of this assignment

#### Create Calculations:

- ☆ Calculations for Each Expense:
  - Insert a FUNCTION in Cells F5:F10 to calculate the **Total** for each expense
  - Insert a FUNCTION in Cells G5:G10 to calculate the **Average** for each expense
  - Insert a FUNCTION in Cells H5:H10 to calculate the **Maximum** for each expense
  - Insert a FUNCTION in Cell I5:I10 to calculate the **Minimum** for each expense
- ☆ Calculations for Each Quarter:
  - Insert a FUNCTION in Cells B13:E13 to calculate the **Total** for each quarter
  - Insert a FUNCTION in Cells B14:E14 to calculate the **Average** for each quarter
  - Insert a FUNCTION in Cells B15:E15 to calculate the **Maximum** for each quarter
  - Insert a FUNCTION in Cells B16:E16 to calculate the **Minimum** for each quarter

#### Formatting:

- ☆ Format the spreadsheet using your **Spreadsheet Formatting Guidelines**
- ☆ Format all numbers as Currency with no decimal places
- ☆ Body Text should be size 12
- ☆ Include appropriate borders – remember no borders around main heading or empty cells
- ☆ Add a thick border to the right side of Column E and the bottom of Rows 4 & 10
- ☆ Shade with yellow and `bold the Total row and column
- ☆ Change the Row Height of Rows 4-15 to 30 – remember to center vertically

#### Saving:

- ☆ Save file
- ☆ Save file again on the I: drive under assignments/your name

Dog Days Daycare Center  
 Operating Expenses for 2016

Expense	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Average	Maximum	Minimum
Rent	9240	9240	9240	9240				
Utilities	9000	7982	7229	8096				
Payroll	23456	26922	25876	29415				
Insurance	8550	8194	8225	8327				
Education	3000	3081	6552	4006				
Inventory	29986	27115	25641	32465				
Total								

Average  
 Maximum  
 Minimum