

Party Planner Spreadsheet

You're going to organise a birthday party for a younger relative.

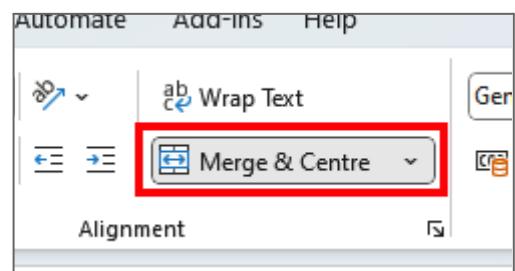
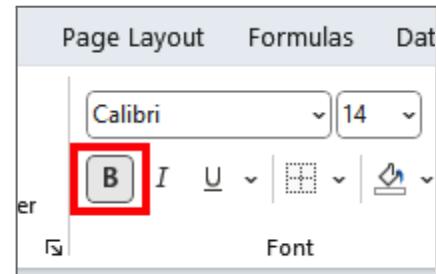
You're in charge of the food and drink.

But you have a **budget** to keep to: **£1.25 per child**

Let's use a spreadsheet to plan what to buy...

Start with formatting

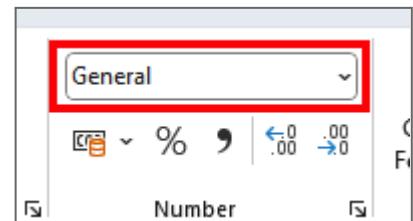
1. Open the **Party Planning Spreadsheet**
2. Click in cell **A1**. Make the writing **bold** and increase the size to **14**
3. Click in cell **C2**. Make the writing **bold**
4. Now click in **C2** and **drag the mouse** to also select cell **D2**
5. At the top, press the **Merge and Centre** button
6. Repeat this for cells **E2, G2, and I2**
7. Click in cell **A3** and make the writing **bold**
8. Make all the cells in **row 5 bold**



Deal with currency

9. Click in cell **B6** and **drag down** to cell **B14** to **highlight** these cells

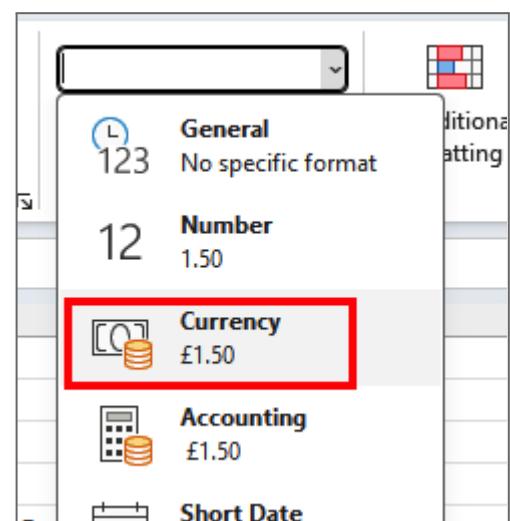
These are the price, so they need to be shown as money



10. On the **ribbon at the top**, find the drop down box that says **General**

11. Click the **down arrow** at the end of the box and choose **Currency**

This should change everything in to pounds and pence



12. Make the writing in cells **A15** and **A17** bold

Part Planning Part 1

We'll start by planning the party for **8 people**, so only use that part of the sheet

13. Look at cell **M3**. This shows you that you have **£1.25 per person** to spend
So, if we have 8 people, we've got £1.25 times 8 to spend

14. Click in cell **D3**. We'll use this cell to calculate how much money we have
15. In cell **D3**, type the formula: **=M3*8**

The answer should appear. You should have £10 to spend

16. Decide how many of each item you want to buy and enter the numbers in **column C**

Remember, you have 8 children to cater for. Everyone needs a plate, a cup and a balloon (we must have balloons!)

You can see what I did in the screenshot

	Item	Price	Quantity	Cost
6	Soft drink (2L bottle)	£1.50	2	
7	Bag of jelly sweets	£0.97	4	
8	Crisps multipack (6 per pack)	£1.50	2	
9	Pack of biscuits (10 per pack)	£1.00	1	
10	Fun-size bars (14 per bag)	£2.80	2	
11	Paper plates (pack of 25)	£0.99	1	
12	Cups (pack of 50)	£0.99	1	
13	Balloons (pack of 10)	£1.00	1	
14	Balloons (pack of 50)	£2.00	0	

Calculating

But how much did I spend? Did I keep the budget? Let's work that out

17. Click in cell **D6**
18. Type the formula: **=B6*C6**
19. Press **enter**. This will tell you how much you spent on soft drinks
20. **Repeat** the formula for **rows 7 to 14** (so, in cell D7 you'll enter =B7*C7)
21. Click in cell **D15**
22. Find the **Autosum button** on the ribbon at the top. Click the arrow at the end of it and use a **SUM** function to calculate how much you spent
23. Click in cell **D17**
24. Enter the formula: **=D3-D15**

If it's a negative number you've spent too much

25. Make sure you're clicked in cell **D17**
26. On the ribbon, find the **Conditional formatting**

button and click it

27. Choose **Highlight Cell Rules** and then **Less Than**
28. On the pop up, change the **left value** to **0** and click **OK**

This will change the colour of cell to red if you've spent too much money

