

Christmas Shopping Project

Description: You are going to “shop” for Christmas presents for your four other family members. You may do this using store websites (online) or catalogs. You will “purchase” at least one item for each family member, but may choose to buy more than one item if you still have enough money. As you find the item(s) you want to purchase you will fill in (all required fields) the EXCEL document provided. You need an EXCEL document for each company you order from. You will need to stay within your budget of \$150.00 including tax (6%) and shipping cost (8%). All formulas will need to be entered in EXCEL to calculate the subtotal, sales tax, shipping, and the total. IF shipping is FREE, you need to enter “0 in the cell provided. Happy shopping!

Here’s an example of a typical family you can use for ideas:

- **Dad:** works for a construction company. Enjoys watching football (is a big WVU fan and Steeler fan), fishing, and hunting.
- **Mom:** works at the local hospital. Enjoys reading (favorite authors are Jodi Picoult, John Girsham, and Nicholas Sparks), exercising, and jewelry.
- **Sandra** (your sister age 13): is a student at the middle school. Loves “One Direction” and “Taylor Swift”. Enjoys reading mysteries and science fiction, plays basketball, and has just started to do some babysitting.
- **Matthew** (your brother age 16): is a student in high school. Plays football and basketball, just got his driver’s license, and loves to play video games on his XBOX. He is also a WVU and Steeler fan.

Directions:

1. Open up the EXCEL document titled “Christmas Shopping Ledger”. Left click on **File** and **Save** this to your domain, flash drive, or the device your teacher has you use. Notice there are 4 order forms for shopping and an **Order Summary** sheet on the **EXCEL** document. You will fill out an individual order form for each company/website.
2. If you are going to do your shopping online, open up a web browser and type in the URL (web address) of your first company you want to shop. Continue to shop until you find your first item you want to purchase. If you are using a catalog, find your item(s).
3. On the EXCEL document fill in the fields in Bold and Blue in color. ***If you are ordering more than 1 of an item you will need to multiply the “cost” by the number ordered to put in your “total” column.***

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4. Continue to shop for each of the four family members keeping in mind your total plus what it will cost for tax and shipping (use the calculator on your computer to assist you. You will find this in your accessories under All Programs.)

5. After you have finished shopping, you will need to put in the formulas to complete the subtotal, sales tax, shipping, and total. All formulas in EXCEL begin with an = sign.

Formulas: in cell H23 type in the formula =sum(h6:h20)

In cell H25 type in the formula =h23*0.06

In cell H27 type in the formula =(H23+H25)*0.08

In cell H29 type in the formula =h23+h25+h27

You can double check these totals with your calculator as well.

6. After you have each of your spreadsheets complete, click on the sheet labeled “**Summary of Orders**”.

7. Hover over **Column A** until you get a down arrow. Left click and drag to highlight both **Columns A & B**. In the Home Tab, left click on the number in the font group and select 16.

8. Beginning in cell A2, type in the company/website you ordered from (one company in each cell going to A3, A4, etc.). Hover between the A & B on the headings of the columns until you get a horizontal arrow and double click. This will auto fit your text in the cells. In column B beginning with cell B2, type in the amount spent at each store/website.

9. **Make a Chart:** a.) Left click on cell A2 and drag to B2 to select your first store and cost. Holding down the CTRL (control) key and left click & drag to select the rest of the companies and their costs. b.) Left click on the **Insert Tab** and in the Charts **group** choose **Pie** and the 1st one under 2D. c.) Under the **Charts Tools Tab** select **Layout & Data Labels** and choose Inside End. d.) Click on **Data Labels** again and choose ‘**More Data Label Options**’. **Uncheck value** and **check Percentage**. e.) In the **Layout Tab** choose **Chart Title and Above Chart**. Then type in “**Summary of Orders**” in the text box.

Teacher Led Discussion: Examples could include but not limited to: Compare your results with other classmates. Was your highest amount spent at the same store? Did you spend all \$150.00? How much, if any, did you have left? Did you have enough to purchase another small gift?

Higher Level: Add the total spent on **Summary of Orders**. Make this into a fraction, then to a percent. Check to see if it matches the information on their chart.

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Templates: The EXCEL document is located in the folder.

Resources: You can bring in catalogs to use or some popular shopping websites:

Variety: www.walmart.com, www.kmart.com, www.amazon.com
www.icpenney.com, www.sears.com

Books: www.barnesandnoble.com, www.amazon.com

Sports: www.cabelas.com, www.dickssportinggoods.com, www.llbean.com

Toys/games: www.toysrus.com

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