

Party Plan Budget

General Notes for the Spreadsheets Unit

Demonstrating with the Spreadsheet

Two copies of the spreadsheet are provided: a teacher copy, which has final solutions with completed data or formulas and a child copy, which is designed for the children to open and work with during the lesson.

As preparation before the lesson, the child copy should be made available to children in a location so they can access and open it. They should be instructed to save a copy of the file with their own file name as soon as they open it.

The teacher copy is intended for use alongside the lesson presentation. Whilst the lesson presentation provides prompts and guidance in how to complete tasks, the best method of teaching will also include demonstrating with the active spreadsheet. Teachers are encouraged to try out any required features and demonstrations prior to the lesson.

Spreadsheet Software

In some cases, the instructions may refer specifically to Microsoft Excel. Wherever possible, it has been the intention to keep instructions generic so that any spreadsheet software can be used. However, it has been necessary to explain some processes based on the specific layout of Excel. Most new versions of Excel have broadly the same layout and location of functions or tools, but this can differ on occasions.

Specific Notes for Lesson 5: Party Plan Budget

Food Items

When using the spreadsheet, items can be highlighted from the Available Items list and then either 'copied and pasted' or just moved (drag cells from the edge when selected) into the Shopping List section.

To select the entire sheet (to copy and paste), click on the corner between the column and row headings.

The list provided is just a sample and may be edited either by the teacher in advance, or by the children during the lesson. Other types of food options may be worth considering (e.g. for vegetarians, religious groups).

Solutions

There is no single solution to the task but many ways of choosing a number of items within the budget. The completed Shopping Lists should be checked (this can be done in pairs) to ensure that sufficient items have been included for 20 people.

For the additional challenge of adding 'number of people' and 'price per person', the following formulas are required.

People: Enter a figure manually, based on the number of single ÷ separate items in the item description.