Spreadsheet Grocery Shopping Project

Purpose:

- Locate pricing information using the internet (Netgrocer—http://www.netgrocer.com)
- Create a spreadsheet of information using Excel using formulas to multiply and add data
- Stay within a budget.

Procedure:
For this project, you will be planning a party for the class for the last day of school. Before you begin, write out a plan for what you need (a grocery list). Don't forget small things like condiments, paper plates, cups, etc.

Your budget will be $7 per person in this class (there are 22 students in our class) Keep in mind that you are trying to find a food of substance, sweets, and something to drink and you need enough for everyone. After you have begun planning, set up your spreadsheet similar to the one below (insert as many rows are you need before the Totals section).

Insert appropriate formulas where indicated. Be sure to widen columns as needed to make the spreadsheet look nice; all of it should fit on one page:

	A	B	C	D	E	F
1	**Class Party Project**					
2	Item Description		Unit Price	Quantity	Total Price	Notes
3	Dixie Everyday Paper Plates 10 1/4"		$ 2.85	2	=FORMULA	24 per pack
4						
5						
6						
7						
8						
9						
10	Total Amount for Party				=FORMULA	
11	Total Amount Budgeted		$ 7.00	# in class	=FORMULA	
12	Total Amount Left Over				=FORMULA	
13	*Budget Prepared by: Your Name*					

Extension:
Write a personal business letter to Ms. Imhoff with your budget (spreadsheet) attached explaining to me exactly what you plan to do for the party (what we will be having, when we will have it, etc.). If you are over budget, explain why and justify your reason. Please use proper formatting for the personal business letter (see your Format Guide if you have questions).

Be sure to print TWO copies of the SS (one with formulas visible and one without formulas visible).