How to Create a Spreadsheet

Microcomputer Applications
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Suppose you are raising funds for your favorite charity organization. Your goal is to raise $1,000 dollars. Let’s create a spreadsheet to keep track of the donations.

**Objective 1: Create Headings**

In cell A1, type **Donor**. In cell B1, type **Donation**.

In column A, starting from cell A2, type the names of people and organizations from whom you received donations: Carmela, Jamie, Dan, Solomon, Clay, Belle, Leah, Avery, Mike's Barber Shop, and Pima Medical Institute.

- In cell A12, type **TOTAL**.
- In cell A13, type **DONATIONS NEEDED**.
- In cell A14, type **GOAL**.

**Objective 2: Enter Data**

- In column B, type the amount of the donation given by each person. Do **not** include the dollar sign.
  - Carmela 100
  - Jamie 20
  - Dan 1
  - Solomon 10
  - Clay 25
  - Belle 20
  - Leah 5
  - Avery 25
  - Mike's Barber Shop 100
  - Pima Medical Institute 250
- In cell B14, type **1000** which is your fundraising goal.
Objective 3: Enter Formulas

- Click on cell B2 and highlight all cells below it through B12.
- Click the Home tab and in the Editing section, click the sigma Σ icon. Now, cell B12 contains the sum total ($556) of all donations you have received so far.
- Click on cell B13. In the formula bar, enter \( =B14 - B12 \). B13 contains how much money you need to make your goal ($444).

Objective 4: Format the Spreadsheet

- Highlight cells A1 to A13.
- From the Home tab menu, click the drop-down arrow next to Format.
- Select Autofit Column Width.
- Highlight cells A1 through B14.
- Click the Home tab. In the Styles section, click Format as Table.
- In the drop-down menu, click on the option in the second row of the last column called Table Style Light 14.
- On the little window that pops up, click OK to confirm your selection.
- Your table now has orange borders and your column headings have an orange background. You will also see that each column heading has a drop-down arrow. If you click on it, you’ll see that it can sort the information for you.
- Next, highlight your table then right-click and select Format Cells.
- Under Category, click Currency.
- Under Negative Numbers, click the red font with no parentheses to show any negative numbers as red. Click OK.
- Now, change Avery’s donation to $2,500. The number next to Donations Needed is now red and shows you how much extra money you have.