Lets Go Traveling Budget

(6th Grade Excel Directions)

**Part 2: Travel Budget**

Make sure you download and save the excel travel budget document to your computer technology folder. Throughout this assignment you will add all of the different expenses you had for your trip. Some of the expenses include flight, hotel, attractions, transportation, food, etc. Within this assignment you will learn various excel formatting techniques. After you enter your dates, items, and expenses you will be asked to adjust your document to certain directions. Once we are done creating the excel chart you will then create a graph. Your completed assignment will include a chart with the details of your budget along with a graph showing your expenses.

**Adjusting your document:**

1. Make sure you add both standards and formatting toolbars to the top.
   1. Select View and toolbars to add both of them.
2. In cell A1 type “Budget for Trip to………”
3. Use the white cross :Screen shot 2012-09-21 at 9.35.42 AM.pngto select cells A1 to D1.
4. Once you have cells A1 to D1 selected select the merge and center button :Screen shot 2012-09-21 at 9.38.32 AM.png.
5. Increase the size of your title to font size number 16.
6. Select your column headings and **BOLD** and center :Screen shot 2012-09-21 at 9.43.59 AM.pngthem.

**Filling in your chart**

1. Click cell A6 and type a starting date for your trip. (Enter the date you will be leaving Indianapolis.)
2. Enter the airline name and price into cells B6 and C6 respectively.
3. Enter the hotel name and price into cells B7 and C7 respectively.
4. In cells A7 to C17, continue adding all dates, items and their costs into your budget
5. Include all expenses, such as local travel (subways, taxis), food, shopping, and entertainment, souvenirs, etc.
6. Keep a close eye on your overall timeframe to make sure your last date is the date you come back to Indianapolis.
7. Watch your overall budget as you plan.
8. Save your work.

**Creating your Graph**

1. Use the white cross :Screen shot 2012-09-21 at 9.35.42 AM.pngto select all of your items and costs of those items.
2. Once you have your cells selected click on the button labeled Charts.

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1. Click on Pie and select 3-D Pie
2. Your chart should look similar to mine. (You will have different information and amounts then what you see below)
3. Select your Chart and then click on the **Chart Layout.**
4. Under labels add a title.
   1. You will want to **Title** your Pie Chart.
   2. Type in the same title you put in cell A1 at the start of this assignment.
5. Under **data labels** choose **select Percent.**
6. Make sure you are able to see everything.
7. You may need to adjust the size of your chart and/or label to see everything.
8. Your chart should look similar to the one below.
9. Save your work.

**Finishing Up:**

1. **Click** and **Drag** your Graph, so it is **under your table** on your worksheet, but it **stays on one page**. It is not spilt up between 2 pages.
2. Place your name and period in the header/footer.
3. Save and print your one page budget for your trip.
4. Turn in.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6th Grade Travel Project Budget Checklist**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Completed** | **Date Checked** |
| **Chart Data** |  |  |
| Title in chart w/ Destination City |  |  |
| Headings  (Bold and centered) |  |  |
| Spreadsheet setup  (Width of columns, merge cells) |  |  |
| Dates  (Correctly entered) |  |  |
| Items  (Correctly entered, flight, hotel, 3 attractions, other) |  |  |
| Costs  (Correctly entered for each item) |  |  |
| Remaining balance |  |  |
| **Pie Graph** |  |  |
| Pie graph  (Inserted Correctly) |  |  |
| Pie Graph Labels for graph  (Legend, Title, X/Y Axis) |  |  |
| Pie Graph Percent |  |  |
| **Other** |  |  |
| Neatness  (Readability and attractiveness) |  |  |

**6th Grade Travel Project Budget MYP Rubric**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Period**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**:\_\_\_\_\_\_\_\_\_

You will be assessed on the following criteria:

Technology Criterion C: Creating the solution 6th Grade (Max. 8) **Your Score**:\_\_\_

You will:

|  |  |  |
| --- | --- | --- |
| **Level** | **Task-Specific/Descriptors** | **Comments** |
| 7-8 | The student demonstrates excellent technical skills when making the budget  The student follows the plan to create the budget, which functions as intended and is presented appropriately |  |
| 5-6 | The student demonstrates competent technical skills when making the budget  The student creates the budget, which functions as intended and is presented appropriately |  |
| 3-4 | The student demonstrates satisfactory technical skills when making their budget  The student creates the budget, which partially functions and is adequately presented |  |
| 1-2 | The student demonstrates minimal technical skills when creating their budget  The student creates a budget, which functions poorly and is presented in an incomplete form. |  |