

Appendix

A

Simple Spreadsheet Challenge

Professionals often make reports of their expenditures after business trips. In this spreadsheet, we have made a simple tabulation of our meals from Sunday to Saturday. Use the addition (+) or summation (sum) function to total the meals and the daily expenses. Make a pie graph showing percentages for each meal.

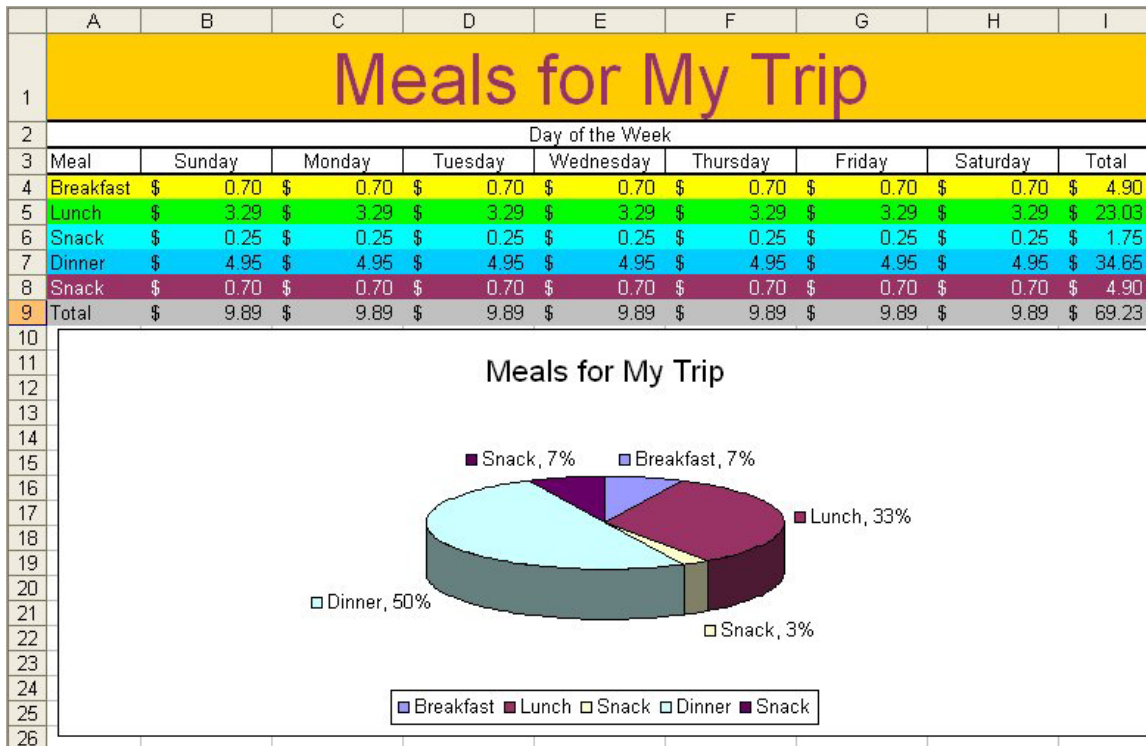


Figure A.1 – Meals for My Trip Challenge

*** World Class CAD Challenge 27-20 * - Make a spreadsheet that tabulates costs for meals for a week, using several categories such as breakfast, lunch, dinner and snacks. Total the daily columns and expenses by meals. Create a pie chart that includes percentages displayed for each segment. Complete the spreadsheet on 30 minutes to maintain your World Class ranking.**

Continue this drill four times using some other ideas, such as automobile rental expenses, hotel room cost or gasoline expenditures. Each time completing the spreadsheet in under 30 minutes to maintain your World Class ranking.