

Appendix

B

Simple Spreadsheet Challenge

Many times, we want to track our inventory and compute a monetary quantity to our materials. In this challenge, open a new file and name the file, Charity's Food Kitchen and Pantry. Create a table as shown below. Format the text, text color and cells to display a beautiful spreadsheet that is easy to read. In the shaded areas above the amounts in inventory, write summation formulas totaling the column. In the total columns on the right, write AutoSum formulas summing each row. In Cell B25, the formula will be Pantry Totals Week 1 * Average Cost of Canned Goods. In Cell B26, the cell will equal the Kitchen Totals for week 1. Repeat formulas as needed. Make one chart showing any total data by week.

| | A | B | C | D | E | F | G | H | I |
|----|---|--|---------------|---------------|---------------|---------------|---------------|---------------|---|
| 2 | | Charity's Food Kitchen and Pantry | | | | | | | |
| 3 | | Donations | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Totals | |
| 4 | | Pantry Totals | | | | | | | |
| 5 | | Canned Fruit | 23 | 56 | 12 | 12 | 15 | | |
| 6 | | Canned Meat | 12 | 12 | 12 | 12 | 12 | | |
| 7 | | Packaged Pasta | 24 | 26 | 22 | 28 | 24 | | |
| 8 | | Canned Sauce | 8 | 10 | 11 | 15 | 22 | | |
| 9 | | Canned Soup | 8 | 15 | 24 | 24 | 36 | | |
| 10 | | Canned Vegetables | 58 | 57 | 46 | 78 | 92 | | |
| 11 | | | | | | | | | |
| 12 | | Kitchen Totals | | | | | | | |
| 13 | | Bread | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 14 | | Lunch meat | \$ 14.40 | \$ 14.40 | \$ 18.20 | \$ 18.20 | \$ 14.40 | | |
| 15 | | Lettuce, Tomato, Onion | \$ 5.60 | \$ 4.40 | \$ 5.32 | \$ 6.32 | \$ 7.24 | | |
| 16 | | Cheese | \$ 3.50 | \$ 4.50 | \$ 3.75 | \$ 5.30 | \$ 4.45 | | |
| 17 | | Soup | \$ 14.10 | \$ 25.50 | \$ 17.25 | \$ 25.12 | \$ 32.12 | | |
| 18 | | Chips / Crackers | \$ 6.10 | \$ 7.25 | \$ 8.25 | \$ 8.35 | \$ 9.24 | | |
| 19 | | Drinks | \$ 4.00 | \$ 3.50 | \$ 2.78 | \$ 5.24 | \$ 6.10 | | |
| 20 | | Desserts | \$ 9.50 | \$ 8.25 | \$ 8.01 | \$ 7.55 | \$ 9.02 | | |
| 21 | | Fruit | \$ 6.50 | \$ 5.50 | \$ 4.89 | \$ 7.25 | \$ 6.85 | | |
| 22 | | | | | | | | | |
| 23 | | Weekly Donations | | | | | | | |
| 24 | | Bread Sales | \$ 36.10 | \$ 56.10 | \$ 24.56 | \$ 78.25 | \$ 56.10 | | |
| 25 | | Canned Goods | | | | | | | |
| 26 | | Perishables | | | | | | | |
| 27 | | Check / Cash | \$ 10.00 | \$ - | \$ - | \$ 10.00 | \$ - | | |
| 28 | | | | | | | | | |
| 29 | | Average Cost of Canned Goods | \$ 0.49 | | | | | | |

Figure B.1 – Charity's Food Kitchen and Pantry Challenge

* World Class CAD Challenge 27-21 * - Make a spreadsheet that tabulates costs for running a food pantry and kitchen for five weeks. Total the weekly pantry and kitchen columns. Compute the total weekly donations. Create a chart for the weekly totals that includes percentages displayed for each segment. Complete the spreadsheet in 30 minutes to maintain your World Class ranking.