

**Project 9-3 (pages 387–390)****Create a Budget**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
In Excel, key the information shown in Figure 9.8. Widen the columns as necessary.			
Format Row 1 text in 14 pt bold.			
Format header text in Row 3 in bold. Wrap the text in the cell.			
In cells C10 and F10, enter the Sum function. Add the columns to determine the <i>total sheets of paper</i> and <i>total paper costs</i> .			
In cell G3 key <i>Paper cost per unit</i> . Follow directions in Step 11 to create a formula in cell G4 to calculate the costs.			
Copy the formula from cell G4 into cells G5 through G8.			
Key the text shown in Figure 9.12. In cell C18, use the Sum function to calculate <i>total cartridge costs</i> .			
In cell C19, follow directions in Step 16 to create formulas to calculate <i>ink costs per sheet</i> .			
In cell F20, follow directions in Step 17 to create formulas to calculate <i>total ink costs</i> .			
In cell F22, use the Sum function to add cells F10 and F20 for <i>total project costs</i> .			
Add a light blue fill to Rows 10, 20, and 22. Format currency data.			
Check for spelling and data errors. Revise as necessary. Save.			