GAEOP EXCEL BASICS November 10, 2015

Have everyone sign in on the board with their email address.

1. Create a workbook:

Put these columns:

First Name

Last Name

Chocolate Bars

Cookie dough

Wrapping Paper

2. Add these columns:

Between last name and chocolate bars…email address

Between chocolate bars and Cookie dough …price per bar and a second one to the right of price per bar called total per item.

Do the same after cookie dough and after wrapping paper.

3. Put in lines around the cells,, fill in the headers, format text, format numbers, copy cookie dough to next page and name page Cookie Dough. Cookie dough, Size the cells, row height and column width.

4. Create a column called TEST, and show them how pull down to copy, put in a dollar amount and pull down, demo dates pull down copying to show sequential fill

5. Delete the TEST column , copy the Cookie Dough columns to the second page.

6. Add column called due date at the right, we will use this for the mail merge.

7. Use Multiply formula (\*) for totals of number of items times cost to get total per item. Remember to show them how to copy formulas to other cells.

8. Total at the bottom of each total per item column

9. Total of all sales. Put this off to the side.

10. Create a merge email, demo first, then have them do the same, using my email and theirs as the emails. Or put a simple disclaimer and send to some friends or each other. In the email, use the name, total due and due date columns to make a mail for parents to get them to pay the fundraiser.