



Sophomore Freedom

<i>Idea:</i>	<i>Reinforce spreadsheet, chart, and merging skills through a "fun" activity.</i>
<i>Materials and Resources:</i>	<i>Spreadsheet and word processing software; instruction sheet; scoring guide</i>
<i>Concepts/Skills:</i>	<i>Reinforce spreadsheet, charts, composition, English, and merge skills.</i>
<i>Course/Grade Level:</i>	<i>High school or post-secondary</i>

Students in Information Processing (Excel and Access) complete this project to reinforce spreadsheet skills and knowledge (spreadsheet, chart, and merging). After initial instruction and independent practice with spreadsheet, charts, and merging, students complete this project.

Students fast-forward to the future—they are sophomores in college. Their parents are allowing them to move into an apartment for second semester. One of their tasks is preparing a three-month budget to record income and expenses to prove their "living off campus independence." To substantiate this independence, students prepare an expense chart. The last step of the project, students create a list in the same workbook as their budget. The list is merged with a form letter composed in their own words informing parents, family, or friends of their new address and their experience living off campus.

The real-life project generates a high-interest level. The students enjoy determining budget amounts for "living on their own."

After completion of the project, students will demonstrate the following competencies:

- Creating a worksheet (inserting formulas, inserting ClipArt, formatting text and numbers)
- Creating pie chart
- Creating a list and entering data
- Composing a form letter
- Merging the list with the form letter

Sophomore Freedom!



Fast forward into the future—you are a sophomore in college. Your parents are allowing you to move into an apartment for second semester! Yea, no more dorm living!

You need to prepare a three-month budget (at your parent's request) to keep track of your income and expenses.

Step 1

Prepare an Excel workbook estimating your income and expenses. Use the sample workbook below as a guide. Rename the sheet as Budget. Save your workbook as College. Make your budget sheet look attractive!

- ❑ *You have a roommate—remember to "split" the expenses.*
- ❑ *You do not have a car loan but are responsible for your insurance.*
- ❑ *You work part-time (approximately 30 hours a week). You will need to determine your monthly salary.*
- ❑ *Your parents are supplementing your monthly income \$300.*

Your Name Budget I Am Surviving!					
	Jan	Feb	Mar	Total	
Income					
Parents					
Part-time job					
Total Income					
Expenses					
Savings					
Rent					
Cable					
Phone					
Electricity					
Internet Connection					
Cell Phone					
Food					
Car Insurance					
Clothing					
Entertainment					
Total Expenses					
Income – Expenses					

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Step 2

Prepare a pie chart using only your expense totals. (Select cells A9 to A19; hold your CTRL key and select cells E9 to E19). Do not include the Cell E20 in your chart. Add a Chart Title, "I Am Surviving!" Insert the chart as an object in your sheet.

Step 3

Click on Sheet 2 of your workbook. Create a "list" of at least five family/friends' names and addresses. Rename Sheet 2 as List.

Print the entire workbook using the colored printer.

Step 4

Create a Mail Merge to all your family and friends in your list. Use correct letter format. Compose a minimum of two paragraphs—tell your family and friends how college/apartment life is treating you and inform them of your new address. Select only two records to print and merge.

Step 5

Staple your two sheets (Budget and List) with your two merged letters and place in the basket.

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Name				
Criteria	Score	Commendable (3)	Acceptable (2)	Unacceptable (1)
Worksheet formulas		Correct formulas and functions	Minor errors in formulas or functions	Formulas and functions were not used
Worksheet Format		Appropriate Clipart inserted; Title formatted with larger point size; Shading included	Minor errors in format	No ClipArt; Title not formatted; No Shading
List Records		List created with names and addresses; Data entered with 100% accuracy; Worksheet renamed	Minor errors in list; Minor errors in data entry; Worksheet renamed	List is incomplete; Major errors; information omitted; worksheet not renamed
Letter/Format		All letter parts are included and in correct position	All letter parts are included but minor placement errors	Letter parts are missing or numerous errors in placement of parts
Letter/Message		Opening paragraph catches reader's attention; good supporting information in logical order; conclusion is excellent; entire message is concise	Opening paragraph is standard; good supporting information but logical order needs work; standard conclusion	Missing details; poorly composed paragraphs
Letter/Grammar and English Usage		Excellent; no grammar or English errors	Good; easily corrected grammar or English errors	Poor; major grammar or English errors
Letter/Proofreading Spelling		No errors	1 error	More than 1 error
Merge		List merged with form letter		No merge
Hard copies		Two sheets (budget and list) stapled with two form letters		Incomplete hard copies; sheets not stapled with form letter
Total				
27 points = 100%		22 points = 92%	17 points = 85%	12 points = 76%
24-26 points = 97%		19-21 points = 90%	14-16points = 81%	11 points = 74%
23 points = 93%		18 points = 86%	13 points = 77%	10 points = 70%
Comments				