Excel 7 – Flowers

Students will develop the workbook by filling in the missing information. This exercise includes calculating the cost of planting various flowers per 50 ft. rows: cost per 50 ft., total seeds and packets needed, and total days to harvest. Students will then sort by planting date (earliest to latest) and finally by sorting the names of flowers in ABC order. After completing the spreadsheet, students will develop two graphs:

Graph 1 - Soil Temperature with flower name on the horizontal

Graph 2 - Price per 50 ft. with flower name on the horizontal

Instructions - Download these files: Excel 7 Outline - Flowers, Flowers.xlsx

Objectives

- Open a spreadsheet
- Save a workbook
- Modify and add data
- Sort by planting date
- Analyze and arrange data in charts

The spreadsheet must include:

- Complete all calculations
- Format data correctly
- Sort spreadsheet by planting date (earliest to latest)
- Label the columns correctly
- Arrange flower names in alphabetical order
- Graph 1 – Soil Temperature with flower name on the horizontal
- Graph 2 – Price per 50 ft. with flower name on the horizontal

1. Open the workbook

1. **Open:** *MS Office 2013 Excel* spreadsheet program
2. **Download:** the *Flowers* spreadsheet from this assignment to your class folder
3. **Double click:** on *file name* to open

Or

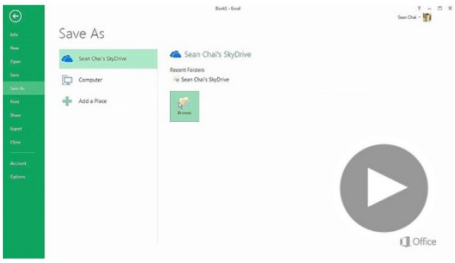
1. **Open:** *MS Office 2013 Excel* spreadsheet program
2. **Select:** *Open Other Workbooks*, find the *Flowers* file and open

2. Save the spreadsheet

Save the spreadsheet the first time by following these steps:

1. **Click** on the *File* tab; **Click:** *Save As*
2. **Select** or **browse** to a folder you created on the desktop
3. In the *File name* box, **type** a name for the document: **lastname_Excel 7**
4. **Click:** *Save*

Video: Save and print an Excel workbook



Remember to **Save** (Ctrl+S) as you complete each step.

Develop the spreadsheet by filling in the missing information.

Harvest Day is 7/25/2010

Total Feet Needed: 50

3. Calculate Total Seeds needed per 50 ft. column

To **calculate** *Total Seeds Needed per 50 ft*., convert 50 ft. to inches and divide by the spacing requirements.

1. **Create** a *formula* to calculate *Total Seeds Needed per 50 ft.* in the appropriate column
   a. Using the **absolute cell reference** for *Total Feet Needed*, **Convert** 50 feet to inches
   b. **Divide:** *number of inches* by *Spacing*
2. **Copy** the *formula for all rows* in that column.

Spacing (inches)	Days to Maturity	Planting Date	Temp.	Seeds per Packet	Price Per Packet	Price per 50 ft	Total Seeds Needed - 50 ft	Total Packets Needed	Total Days to Harvest
10	25	3/1/2010	75	50	$ 2.49				
12	60	2/15/2010	75	40	$ 4.45				
18	60	15-Feb	60	25	$ 2.95				
18	110	16-Feb	68	20	$ 2.48				
16	110	16-Feb-10	72	25	$ 3.35				
13	60	1-Mar	75	65	$ 2.56				
12	66	1-Mar	75	60	$ 1.95				
14	45	15-Mar	72	150	$ 1.25				
9	55	15-Feb	74	30	$ 4.95				
9	87	15-Feb	76	300	$ 3.98				

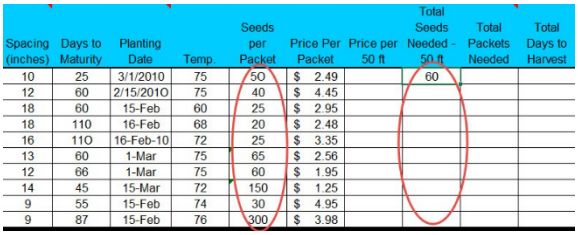
Note: **Absolute cell reference:** A cell reference that refers to cells by their fixed position in a worksheet; an absolute cell reference remains the same when the formula is copied. To make the cell reference absolute place a $ before the column and row number that will remain the same for each formula copied

(Example: =M7*12 converts the Total Feet needed into inches) When the formula is copied the cell reference M7 will remain constant.)

4. Calculate Seed Packets Needed

To **calculate** *Total Packets Needed*, divide *Total Seeds Needed* by *Seeds per Packet*.

1. **Create** a *formula* to calculate *Total Packets Needed* in the appropriate column
2. **Copy** the formula for all rows in that column



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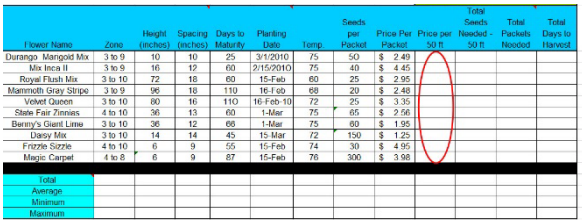
9	87	15-Feb	76	300	$ 3.98				

Note: It is okay to calculate partial packets.

5. Calculate total PRIU per 50 ft.

1. **Create** a *formula* to calculate the *PRIU* (price per individual unit)
2. **Copy** the *formula for all rows* in that column



Flower Name	Zone	Height (inches)	Spacing (inches)	Days to Maturity	Planting Date	Temp	Seeds per Packet	Price Per Packet	Price per 50 ft	Total Seeds Needed - 50 ft	Total Packets Needed	Total Days to Harvest
Durango Marigold Mix	3 to 9	10	10	25	3/1/2010	75	50	$ 2.49				
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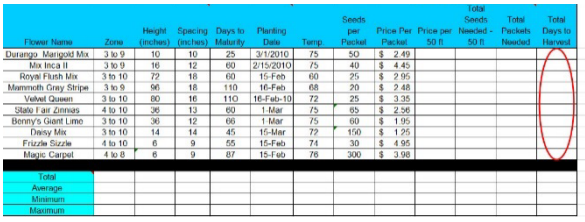
Mammoth Gray Stripe	3 to 9	96	18	110	16-Feb	68	20	$ 2.48				
Velvet Queen	3 to 10	80	16	11O	16-Feb-10	72	25	$ 3.35				
State Fair Zinnias	4 to 10	36	13	60	1-Mar	75	65	$ 2.56				
Benny's Giant Lime	3 to 10	36	12	66	1-Mar	75	60	$ 1.95				
Daisy Mix	3 to 10	14	14	45	15-Mar	72	150	$ 1.25				
Frizzle Sizzle	4 to 10	6	9	55	15-Feb	74	30	$ 4.95				
Magic Carpet	4 to 8	6	9	87	15-Feb	76	300	$ 3.98				
Total												
Average												
Minimum												
Maximum												

6. Calculate Total Days to Harvest

Using the **absolute cell function** calculate *Total Days to Harvest*.



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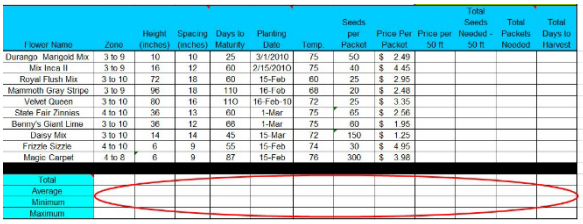
7. Calculate Total and Average

1. **Create** a *formula* to calculate the *Total* and *Average*
2. **Copy** the *formula for all rows* in that column



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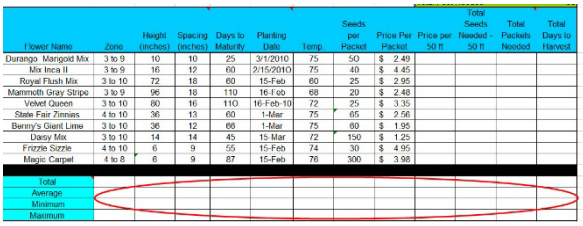
Total												
Average												
Minimum												
Maximum												

8. Calculate Minimum and Maximum

1. **Create** a *formula* to calculate the *Minimum* and *Maximum*
2. **Copy** the *formula for all rows* in that column



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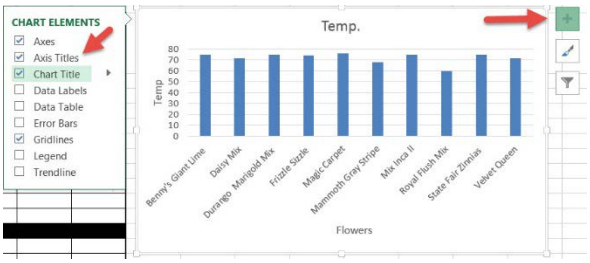
9. Sort by Planting Date and Flower Name

1. Using the *sort functions* **sort** by *Planting Date*
2. Using the *sort functions* **sort** by *Flower Name*

This is practice to see the data according to planting date or flower name. For the completed project sort by flower name.

10. Develop Chart for Soil Temperature

Develop charts for Soil Temperature with the Flower Name at the bottom.



1. **Select:** the *Flower Names* by **clicking and holding** down the mouse while you **drag**
2. **Hold** down the *control key* to **select** the *Temperatures*
3. **Click:** *Insert* in the menu bar
4. **Select:** recommended charts; choose chart with flower names at the bottom
5. **Select**: the *+ key* to **add** the *Axis titles*

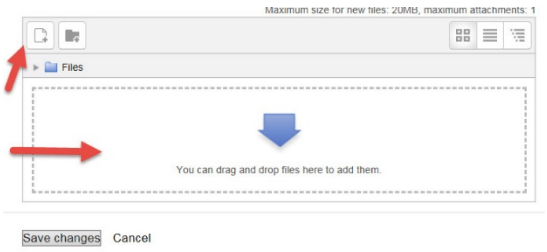
11. Develop Chart for Price per 50 ft.

Develop a chart for *Price per 50 ft.* by *flower name*.

1. Complete the steps for Price per 50 ft.

12. Upload the completed spreadsheet to Excel 7 - Flowers

After completion save the file one more time then upload the file to this assignment:



2. **Click:** on the *title*
3. **Select:** *Add Submission*
4. **Drag and drop** the *file* into the box **or select** the *file to upload*
1. **Select:** *Save Changes*