

Name: _____ Date: _____

Practice With Spreadsheets

These questions provide extra practice for the Tech Tip on pages 64–65. Use a spreadsheet program to complete the questions.

1. Enter the data shown below in a spreadsheet.

Week of	Oct. 31– Nov. 6	Nov. 7– Nov. 13	Nov. 14– Nov. 20	Nov. 21– Nov. 27	
Item	Amount (\$)				Total
Rent	400.00				
Groceries	101.00	124.84	83.68	95.21	
Phone and cable		103.25			
Bus pass	94.00				
Going out	51.25	32.14	79.24	67.00	
Savings	40.00	40.00	60.00	50.00	
Total					

2. Program the spreadsheet to total the data for each row *and* column.
3. Create a circle graph that shows the amount spent on each item as a percent of the total amount spent. Print your finished graph.
4. Create a bar graph showing the amount of money spent each week. Print your finished graph.

