

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

The Urban Assembly School for Global Commerce, Mrs. Familiare, Career and Technical Education

## LEMONADE STAND GAME – INTRO TO EXCEL

### Learning Target:

I can create an inventory and sales spreadsheet using Microsoft Excel.

I can make thoughtful business decisions by recording analyzing data.

I can perform the following task in Microsoft Excel:

- Enter Data in multiple cells
- Insert and Adjust Row Column and Height
- Use proper Formatting tools such as, Merge and Center, Wrap Text, Fill Color and Font Color
- Create Addition and Subtraction formulas
- Assign Number Formatting to cells

### Game Objective:

Learn to make thoughtful decisions through this business simulation.

Players must **change their strategy of supply management and pricing based on weather scenarios.**

Your goal is to **make as much money** as you can in 15 days by selling lemonade at your lemonade stand.

Buy cups, lemons, sugar, and ice cubes, and then set your product based on the weather conditions and customer satisfaction. Start with the basic recipe, but try to vary the recipe and see if you can do better.

Lastly, set your price and sell your lemonade at the stand. Try changing up the price based on the weather conditions as well.

You will **create a business spreadsheet to record costs, sales and profit for further analysis and create graphs for a presentation.**



### **Vocabulary**

Inventory  
Supplies  
Cost  
Profit  
Expenses  
Microsoft Excel

### **Excel Vocabulary**

Workbook  
Format  
Merge and Center  
Wrap Text  
Rows  
Columns  
Fill Color  
Font Color  
Borders  
Bold

### **What are some major uses for Excel?**

- ✓ Excel is used widely in any financially-related activity or to organize and analyze data in various career fields.
- ✓ Create new spreadsheets
- ✓ Users can define custom formulas to calculate anything from a simple quarterly forecast to a full corporate annual report.
- ✓ Easy for organization and tracking a list of sales leads, project status reports, contact lists, and invoicing.
- ✓ Excel is a useful tool for scientific and statistical analysis with large data sets.

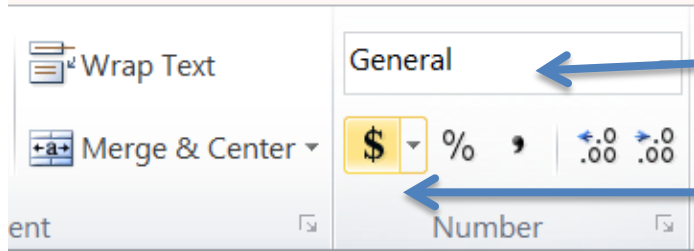
### **How does Excel Work?**

- ✓ An Excel document is called a Workbook. A workbook always has at least one Worksheet.
- ✓ Worksheets are laid out in columns (vertical) and rows (horizontal). The intersection of any given row and column is a cell.
- ✓ Cells are where you enter any information. A cell will accept a large amount of text, or you can enter a date, number, or formula.
- ✓ Each cell can be formatted individually with distinct border, background color, and font color/size/type.



## Entering Data and Formatting for Currency

As part of your operating expenses, you are asked to pay for Rent, Labor and Other expenses such as advertising and travel. Record these expenses in your spreadsheet.



You can use the “**Number Format**” function to indicate different meaning such as Dates, Currency, Percentage, Time, Fractions or a General number.

Use the “**Accounting Number Format**” button to turn the numbers inside a cell to symbolize money in different currencies. We will be working with US Dollars (\$).

1. ENTER IN SOME OF YOUR EXPENSE in your spreadsheet

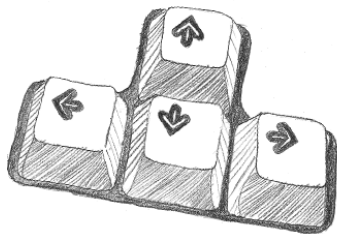
<b>Rent</b>	\$1.00 per day
<b>Labor</b>	\$2.50 per day
<b>Other Expenses</b>	\$1 - \$2 per day – enter in Random numbers between \$1-2

	O	P	Q	R
Total Sales				
Rent		\$ 1.00		
Labor		1		
Other Expenses				

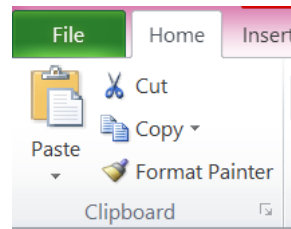
Make sure to use the “Accounting Number Formatting” tool to make all the cells U.S. Dollars (\$).

	P	Q	R
1			
2			
3	Rent	Labor	Other Expenses
4	\$ 1.00	\$ 2.50	\$ 1.00
5	\$ 1.00	\$ 2.50	\$ 1.25
6	\$ 1.00	\$ 2.50	\$ 1.35
7	\$ 1.00	\$ 2.50	\$ 0.75
8	\$ 1.00	\$ 2.50	\$ 0.50
9	\$ 1.00	\$ 2.50	\$ 1.00
10	\$ 1.00	\$ 2.50	\$ 2.00
11	\$ 1.00	\$ 2.50	\$ 0.35
12	\$ 1.00	\$ 2.50	\$ 0.25
13	\$ 1.00	\$ 2.50	\$ 0.10
14	\$ 1.00	\$ 2.50	\$ 0.85
15	\$ 1.00	\$ 2.50	\$ 0.50
16	\$ 1.00	\$ 2.50	\$ 1.50
17	\$ 1.00	\$ 2.50	\$ 0.50
18	\$ 1.00	\$ 2.50	\$ 2.00

You can also use the arrows on the keyboard to move from cell to cell.



COPY and PASTE similar formatted cells to save time.



Your finished product should look like this

## Entering Addition Formulas

2. Next you will **add** the total cost for your **rent, labor and other expenses** entering the formula

**=SUM(P4:P18)** into cell **P19**

(Yes, with the equal sign, colon and parenthesis)

Cell **P19** should now say **\$15**

You can also try:

type **=SUM(**

Then **highlight** over the cells you want to add up

Then press **ENTER**

	P	Q
1		
2		
3	Rent	Labor
4	\$ 1.00	\$ 2.50
5	\$ 1.00	\$ 2.50
6	\$ 1.00	\$ 2.50
7	\$ 1.00	\$ 2.50
8	\$ 1.00	\$ 2.50
9	\$ 1.00	\$ 2.50
10	\$ 1.00	\$ 2.50
11	\$ 1.00	\$ 2.50
12	\$ 1.00	\$ 2.50
13	\$ 1.00	\$ 2.50
14	\$ 1.00	\$ 2.50
15	\$ 1.00	\$ 2.50
16	\$ 1.00	\$ 2.50
17	\$ 1.00	\$ 2.50
18	\$ 1.00	\$ 2.50
19	\$ 15.00	
20		
21		

3. Next, **Copy** Cell P19.

Try the keyboard shortcut **CRTL +C**

you should see a moving dotted line around the cell if you have copied it.

	\$ 1.00	\$ 2.50
	\$ 1.00	\$ 2.50
	\$ 15.00	

4. Press the **TAB** or right arrow key once to move to the right to cell **Q19**

Then click **PASTE** into cell **Q19** and **R19** or try the keyboard short for cut **CRTL+V**

16	\$ 1.00	\$ 2.50	\$ 1.50
17	\$ 1.00	\$ 2.50	\$ 0.50
18	\$ 1.00	\$ 2.50	\$ 2.00
19	\$ 15.00	\$ 37.50	\$ 13.40

Excel will automatically add up the sum of the cells in the same **COLUMN**. Saves you time.

5. Place the same formula in the cells **C19, E19, G19, I19 & M19**. This will add up the total cost for each item in each column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>Lemonade Inventory and Sales</b>																	
2			Lemons		Sugar Cubes		Ice Cubes		Paper Cups									
3	Day	Weather	Total Cost	Total Supplies	Total Cost	Total Supplies	Total Cost	Total Supplies	Total Cost	Total Supplies	Price for the day	Lemonade Sold	Total (Supply) Cost					
4	1		\$ 2.00		\$ 3.00		\$ 5.00		\$ 5.00				\$ 15.00					
5	2												\$ -					
6	3												\$ -					
7	4												\$ -					
8	5												\$ -					
9	6												\$ -					
10	7												\$ -					
11	8												\$ -					
12	9												\$ -					
13	10												\$ -					
14	11												\$ -					
15	12												\$ -					
16	13												\$ -					
17	14												\$ -					
18	15												\$ -					
19	Total		\$ 2.00		\$ 3.00		\$ 5.00		\$ 5.00		\$ -		\$ 15.00	\$ -	\$ -	\$ 15.00	\$ 37.50	\$ 13.40

### 6. CREATE A FORMULA TO ADD UP YOUR TOTAL COST FOR ALL SUPPLIES

In cell **M4**, type in the formula **=SUM(**

Then click on cell **C4**

Then hold down the **CTRL** button

Then click on cell **E4** (do not let go of the **CTRL** button)

Then click on **G4** and **I4** (still while holding down the **CTRL** button)

Then let go of all buttons and press **Enter**

7. **TEST YOUR FORMULA** by entering numbers into the "Total Cost" for Lemons, Sugar, Ice and Cups.

Apply the same formula from cell **M4** to cells **M5:M18**



