

Party Budget spreadsheet project - Instructions

Imagine there is going to be a Y7 party

Maybe there is a Y7 Christmas party and Santa is coming to hand out presents?

Maybe the students are going to get presents to give to the named person at the end of the Valentine's disco?

..... You can choose what the party theme is

120 presents will need to be bought. You need to organize at least 8 different presents to be bought from a variety of categories.

A – Investigate (Inquire and analyze):

We have done the investigate part of the project for you. You can use the gift database to choose the presents but you will need to add to a spreadsheet to calculate the costs.

B – Developing ideas

We have done some of this for you (see [possible basic layout file](#)) but you can alter the design if you want to. You will need to add things to complete this spreadsheet. Remember to save it in your OneDrive folder.

C – Complete the spreadsheet

Select from the presents in “gift database” to add into the spreadsheet.

For each present:

- Enter the present name and price into your spreadsheet
- Enter how many of this present (for example 15) you would want into quantity.
- Enter the formula to calculate the cost

Enter the formula to calculate the total costs. You may then need to adjust your present costs. The total cost of the presents can be up to £450.

Then add some likely extra costs. Examples could be:

Decorations £ 87, Party food £185, Music £150, Hire of hall £ 50

Extension: The idea of the event could be to raise money for charity. Create an additional area in the sheet to calculate revenue from the party or disco. Ideas could be revenue from tickets based on a sensible ticket price or other schemes to raise money like selling drinks etc.

D - Test and evaluate

You will be helped to create the spreadsheet but assessed on how well you evaluate it. Make a word document names something like “Party Budget Evaluation”. See the Assessment page for details.