Task 1- To create the spreadsheet by applying SUM() and AVG() function.

1.Open a MS Excel.

2.Create a Table:
Design a table with the following columns:

- Item (e.g., Groceries, Rent, Utilities, Entertainment)
- Cost in January
- Cost in February
- Cost in March
- Total Cost
- Average Cost

3.Enter the data in spreadsheet.

	A	B	C	D	E	F
1	Item	Cost in January	Cost in February	Cost in March	Total Cost	Average Cost
2	Groceries	200	220	210		
3	Rent	1000	1000	1000		
4	Utilities	150	180	160		
5	Entertainment	100	120	110		

4.Apply the SUM Function:

- In the "Total Cost" column, use the formula =SUM(B2:D2) to calculate the total cost across the three months for each item.

5.Apply the AVERAGE Function:

- In the "Average Cost" column, use the formula =AVERAGE(B2:D2) to calculate the average monthly cost for each item.

6.Save Your Spreadsheet:
Save your file with the name **"Sum and Average Task"**.

Term II
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Task2- Apply the arithmetic operator.

   1.Open a MS Excel.

   2. Create a Table:

	A	B	C	D	E	F
1	Item	Quantity	Price per Item	Total Cost	Discount Amount	Final Cost
2	Apples	5	2		2	
3	Bananas	8	1.5		3	
4	Mangoes	3	4		2	

   3. Perform the Calculations:

- Total Cost: Use the formula =B2*C2 to calculate the total cost (Quantity * Price per Item).
- Final Cost: Use the formula =D2-E2 to calculate the final cost after the discount.

   4. Save the file as youname_task2.

Extension Task

Task: Plan a Class Party Budget

1. **Create a Spreadsheet**:
   - Open a blank spreadsheet.
   - Create a table with the following columns:
     - **Item** (e.g., Balloons, Snacks, Drinks, Decorations, Games).
     - **Quantity** (e.g., 10, 5, etc.).
     - **Price per Item** (e.g., $2.50, $5.00, etc.).
     - **Total Cost**: Use the **SUM** function to calculate the total cost of all items in this column.
2. **Calculate Totals**:
   - Use the **SUM** function to find the total amount spent on the party in the "Total Cost" column.
3. **Find the Average**:
   - Use the **AVERAGE** function to calculate the average cost per item based on the "Total Cost" column.
4. **Save**-Save the spreadsheet with your name and class.

Rubric for spreadsheet				
	1	2	3	Total
Able to create spreadsheet				
Able to use SUM() and AVG()				
Able to use arithmetic operators				
Able to save the file				
Key:1. Needs more opportunity to develop this skill. 2.Beginning to demonstrate this skill. 3.Has achieved this skill.				