

Activity: Create an Event Planning Spreadsheet

Objective:

Learn how to organize, calculate, and format data in a spreadsheet using formulas and visual design.

Instructions:

1. **Open** Microsoft Excel (or Google Sheets).
 2. **Create a new spreadsheet** named “**Event Planning**”.
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Part 1 – Create the Table

Add the following column headers in **Row 1**:

A	B	C	D	E	F	G
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Task Name	Assigned To	Start Date	End Date	Budget (LKR)	Actual Cost (LKR)	Status
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Enter at least **10 event planning tasks** (e.g., Book Venue, Arrange Chairs, Buy Decorations, Hire Photographer, etc.)

Part 2 – Apply Formatting

1. Make the **header row bold** and fill it with a **light color**.
 2. Apply **borders** around the table.
 3. **Center-align** the text in the “Status” column.
 4. Format the **Budget** and **Actual Cost** columns as **Currency (LKR)**.
 5. **Highlight overdue tasks** (where the End Date < TODAY) using **Conditional Formatting**.
 6. Add a **background color** to every alternate row for better readability.
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Part 3 – Use Spreadsheet Functions

Function	Task
SUM	Calculate the Total Budget and Total Actual Cost at the bottom of the table. Example: =SUM(E2:E11)
AVERAGE	Find the Average Budget per task. Example: =AVERAGE(E2:E11)
MIN / MAX	Identify the Smallest and Largest budget item. Example: =MIN(E2:E11) and =MAX(E2:E11)
TODAY()	Display today's date at the top of the sheet. Example: =TODAY()
IF	Create a new column " Budget Status " with formula: =IF(F2>E2,"OverBudget","WithinBudget")
COUNTIF	Count how many tasks are marked "Completed". Example: =COUNTIF(G2:G11,"Completed")

Part 4 – Create Charts

1. Create a **Bar Chart** comparing **Task Name vs Budget (LKR)**.
2. Add a **Pie Chart** showing how much each task contributes to the **Total Budget**.

Bonus:

Add a summary section at the bottom:

- Total Budget
- Total Actual Cost
- Remaining Budget (=SUM(E2:E11)-SUM(F2:F11))
- Total Completed Tasks (=COUNTIF(G2:G11,"Completed"))