High School Business

Describe the context of your task here. Separate the parts of the task into A, B, C, etc.

To accomplish such a wide diversity of tasks quickly and easily you need to use each program in the office suite to maximum efficiency.

You work for a furniture company (Cora's Beauties) and your company's CEO needs you to give a report showing the income, expenses and profit for 2013. You will have to show Gain/loss for each Quarter as well as Yearly. Prepare charts to present to your CEO base on your finding.

- Task A - Build the workbook. Input eh data given below. Arrange attractively
- Task B - Analyze Data Graph the data

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Sales	50,000	48,000	52,000	58,000
Expenses				
Materials	18,000	20,000	23,000	25,000
Labor	10,000	12,000	13,500	16,500
Overhead	8,000	8,500	10,000	12,000

Common Core State Standards

List the Common Core State Standards (and math practices if applicable) associated with your task.

State Standard 6: Students will create and design spreadsheet to produce and manipulate alpha/numeric data.

(CCSS Reading 1, 3, 4, 5, 7, 9; TN CCSS Writing 4, 6; TN CCSS Math N-Q, S-ID)15)

 Craft documents using a spreadsheet program using features and methods such as:

a. Cells, columns, and rows

b. Formulas and functions

c. Copy, move, delete, and fill

d. Cell-value formats (numerical and text) and alignment

e. Column and row width/height, insert/delete, move

f. Printing to a selected printer

g. Saving with a file format that can be shared and/or transported

(TN CCSS Reading 3, 4, 5; TN CCSS Writing 4, 6; TN CCSS Math N-Q, S-ID)

Create new formulas to analyze data by calculating with, extracting from, presenting, and/or summarizing, including:

a. Basic arithmetic calculations

b. Basic mathematic (e.g., SUM, AVG, MIN, MAX) and text (e.g., LEN, LEFT, RIGHT, MID) functions

c. Copying formulas that include both relative and absolute cell references

d. Sorting in ascending/descending order

e. Filtering data to retrieve specific values

f. Basic conditional formatting (e.g., red for negative values)

(TN CCSS Reading 3, 4, 5; TN CCSS Writing 6; TN CCSS Math N-Q, S-ID)

Create and format for optimal clarity a variety of types of graphs and charts, including bar charts, line charts, pie charts, and X-Y graphs, based on tabulated data. (TN CCSS Reading 3, 4, 7; Writing 4, 5, 6; TN CCSS Math N-Q, S-ID)

Retrieve a spreadsheet template (from those installed with the program or from the Internet) and customize it for a particular assignment approved by the instructor. For example, prepare a "timecard" of one's daily hours spent on a month-long job assignment. (TN CCSS Writing 6)

Essential Understandings

*What key insights should students take from participating in this task?*

Students will be able to design, manipulate different features of Microsoft excel program to create and format business/ academic related documents for the purpose of tabulating, calculating numerical and or textual data (e.g. statistics, measurement) such as sales reports, lab data, and budget calculation.

Possible Solutions/Solution Paths

What solutions or solution paths are acceptable in achieving a correct response for this task? Be sure to address all parts of the task.

Cora's Beauties
SCHEDULE SHOWING INCOME, EXPENSES AND PROFIT FOR 2013

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	YEAR TOTAL
SALES					
SALES	50,000	52,000	56,000	58,000	216,000
EXPENSE:					
Materials	18,000	20,000	23,000	22,000	83,000
Labor	10,000	12,000	13,500	14,500	50,000
Overhead	8,000	8,500	10,000	7,000	33,500
Total Expenses	36,000	40,500	46,500	43,500	166,500
Profit	14,000	11,500	9,500	14,500	49,500

Quarter Sales For 2013
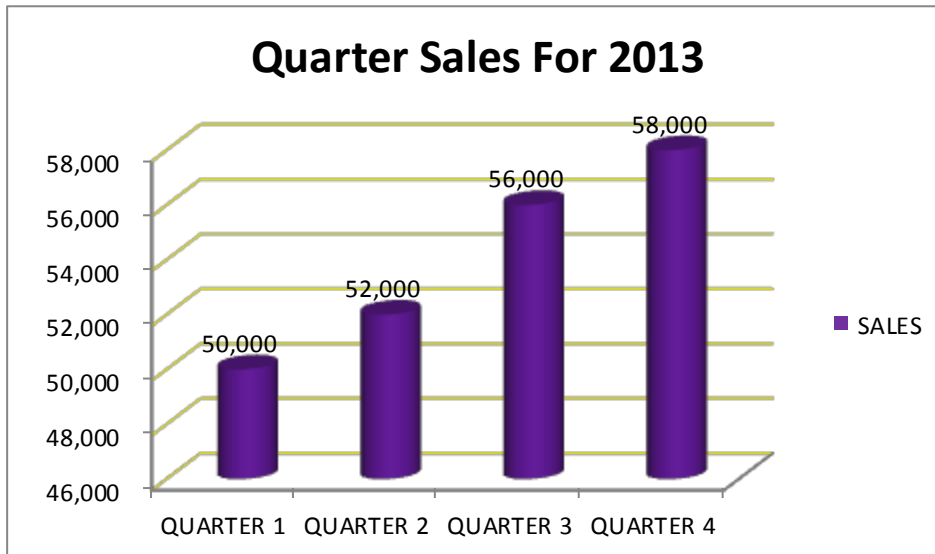
Quarterly Total Expenses for 2013
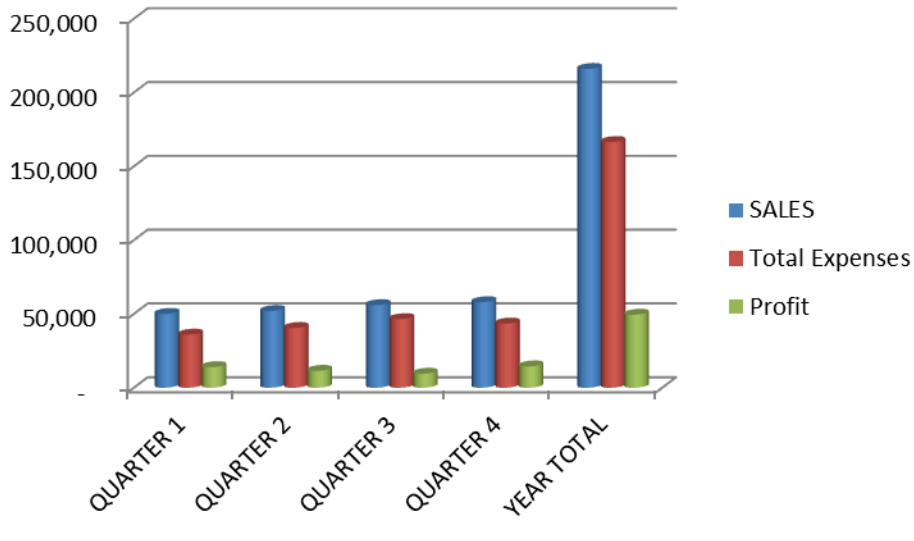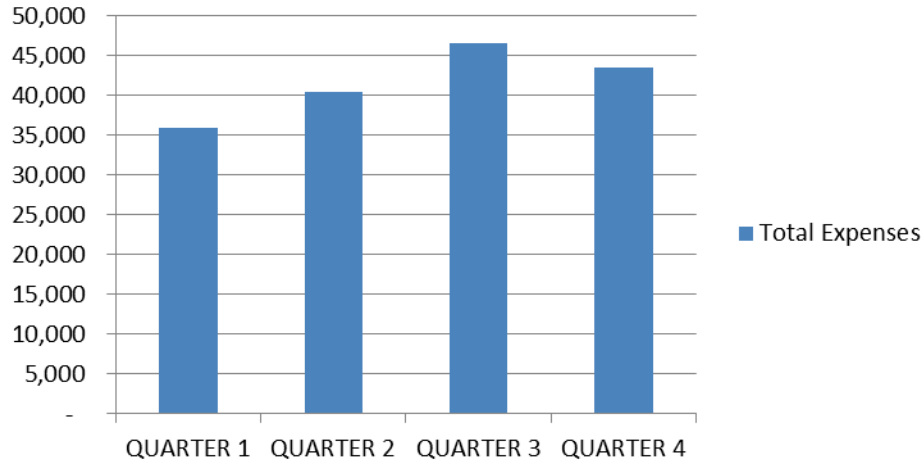
Additional Teacher Information

Add any additional notes that will help the teacher execute the task including necessary manipulatives, equipment, etc., and possible students misconceptions that may need to be addressed.

Gross profit is determined by subtracting the total expenses from sales for the quarter.
The year and sales total and the year-end expense totals by adding the row totals.
Expenses for the quarter: adding the material cost, labor and overhead

Graph the spreadsheet: Suggested variables (1) profit per (2) quarter