

## *Civil War Dinner Party*

### Microsoft Excel, *Set up*

1. Go to **View – Header and Footer – Click it, Click on Custom Header**
  2. Click the **Center Section** and click the “A” button pick size **14**, click ok and type “Civil War Dinner Party” **Click OK**
  3. Click the **Right Section** and click the “A” button pick size **12**, click okay and type your name, date and period
  4. Go to **File – Page Set up – Change your layout from Portrait to Landscape**
- \*Make sure you adjust the cell size as needed, When you are completing finished put a border around your entire Excel Document**
1. In Cell A1 Type **Décor**, B1 **Cost of Decorations**, C1 **Invitations**, D1 **Cost of Invitations**, E1 **Food**, F1 **Cost of Food**, G1 **Service**, H1 **Cost of Service**
  2. Highlight this row – **Bold and Center it**
  3. In Cells A2-? Type your décor items, Highlight this Column and **Bold** it
  4. In Cells B2-? Type the cost of each of your items, Highlight this Column and click the \$ on your tool bar
  5. In Cells C2-? Type the type of invitations and RSVP items, Highlight this Column and **Bold** it
  6. In Cells D2-? Type the cost of each of your items, Highlight this Column and click the \$ on your tool bar
  7. In Cells E2-? Type the your food items, Highlight this Column and **Bold** it
  8. In Cells F2-? Type the cost of your food items, Highlight this Column and click the \$ on your tool bar
  9. In Cells G2-? Type the type of Service you needed, Highlight this Column and **Bold** it
  10. In Cells H2-? Type the cost of each of your service items, Highlight this Column and click the \$ on your tool bar
  11. In Cell A10 Type “**Totals**” Use the **Sum Function to Total each Column that has a “cost” in it** EI =SUM(B2:B9)
  12. In Cell A12 Type “**Total Cost**” Use the **Sum Function to Total your Exact Cost of the Entire Dinner Party** EI =SUM(B10:H10)

<b>Décor</b>	<b>Cost of Decorations</b>	<b>Invitations</b>	<b>Cost of Invitations</b>	<b>Food</b>	<b>Cost of Food</b>	<b>Service</b>	<b>Cost of Service</b>
<b>Streamers</b>	\$ 25.00	<b>Invitations</b>	\$ 30.00	<b>Appetizer</b>	\$ 100.00	<b>Kitchen Help</b>	\$ 400.00
<b>Political Signs</b>	\$ 50.00	<b>RSVP</b>	\$ 10.00	<b>Entrée</b>	\$ 300.00	<b>Servers</b>	\$ 200.00
<b>Security</b>	\$ 500.00			<b>Dessert</b>	\$ 100.00	<b>Cleaning Crew</b>	\$ 200.00
<b>Lighting</b>	\$ 100.00						
<b>Flowers</b>	\$ 200.00						
<b>Totals</b>	\$ 875.00		\$ 40.00		\$ 500.00		\$ 800.00
<b>Total Cost</b>	\$ 2,215.00						

Make sure your information is historically correct!

