Dream Vacation Project

You will use an Excel spreadsheet to plan and keep track of all your expenses in planning the trip of your dreams. The trip should last 1 week and be to somewhere outside of the U.S. Your total budget for your trip is $6000. The Excel spreadsheet will help to determine if you stayed within your monetary budget and your time budget. You will also create charts to visually display your data. This project is due Thursday 11/20. Your instructions are below.

Expenses

1. Open an Excel worksheet, and name it "Travel Budget".
2. Rename Sheet1 to Expenses
3. In cell A1, type a descriptive title for your worksheet, such as "Budget for One Week in Brazil." Merge and center cell A1 and any other cell that it overlaps with on the first row and apply a title cell style.
4. In cell A3, type “Total Budget”. Enter your budget figure in cell E3, $6000
5. In cell A4 type “Exchange Rate (Dollars per \*Foreign Currency\*) Replace \*Foreign Currency\* with the name of the currency used where you are traveling.
6. In cell D4 enter the exchange rate.
7. In cells A5 to F5, type the following column labels: Expenses, Description, Cost (US$), Cost (\*Foreign Currency\*), Balance, Percentage of Cost.
8. In cell E6, enter the formula =E3-C6, to subtract your first expense from the total budget. In cell E7, enter the formula =E6-C7, to subtract the next expense. Copy this formula to the rest of the cells in column E. Begin by entering the names of the expenses for your trip in column A. Here is a list of some Expenses: Hotel, Flight, Entertainment, Activity, Meals, Car Rental. These are just examples, you may create your own expenses such as gifts/souvenirs or other categories.
9. Enter descriptions for each expense as necessary in column B. For the hotel and airline, enter the names of the hotel and airline as the description.
10. Complete column C by entering the cost of each item including tax and fees. You must include all expenses, such as hotel, local travel, food, shopping, activities, and entertainment needed for your trip. Keep a close eye on your overall timeframe and balance remaining as you enter additional expenses.
11. In column D, enter the formula to convert the cost from U.S. dollars to the foreign currency.
12. As you enter the cost of each item, the spreadsheet will calculate your balance remaining in column E. (This balance should be in U.S. dollars.)
13. Format the balance column so that any negative number will display in red font around parenthesis.
14. Enter a formula for the total cost of the trip in the last row of the table. (You should have a U.S. total and a foreign total.) Apply total cell style to the cells.
15. Enter a formula for the percentage of cost for each item in column F. (hint: cost of each item/cost of the trip) Format the worksheet so that all the numbers displayed as currencies show the dollar symbol ($) and all percentages show the percentage (%) symbol.
16. Format the row headings in row 5 so that they are easy to identify.
17. Adjust the width or the columns so that all the data within the cells are displayed. Make any other formatting changes to your spreadsheet as you see fit (fonts, colors borders, etc.)
18. Create a column graph that graphically displays your expenses. The chart should display the data values and legend key, as well as have labels for the X and Y axis. Add the title “Trip Expenses” to your chart.

Time

1. You will be working on the same “Travel Budget” worksheet. Switch to Sheet2.
2. Rename Sheet2 to “Time”
3. In cell A1, type “My Time in \*Destination\*” Replace \*Destination\* with your actual trip location. Merge and center cell A1 and any other cell that it overlaps with on the first row and apply a title cell style
4. In cell A3 type “Time Budget”
5. In cell C3 type “168 Hours”
6. In cell A4 type “Activity”
7. In cell B4 type “Time”
8. In cell C4 type “Remaining Time”
9. Fill column A with each activity you plan on doing on your trip (starting with your trip to the airport and including travel between activities, sleeping, and getting ready for each day).
10. Fill column B with the approximate time each activity will take (remember that you might lose some hours when you fly due to time changes). Make sure that this information is in Hours. Hint: Divide the total number of minutes your activity will take by 60 to get the equivalent hours. EX: If one activity is going to take 20 minutes, you would enter “.33” because 20/60 is .33.
11. Fill column C with a formula that calculates the remaining hours you have for your trip. Use the same method you used for calculating the balance on Sheet1.
12. Create a Pie Chart that graphically displays your time use. The chart should display the data values and legend key. Add the title “Time Breakdown” to your chart.

Sources

1. Go to Sheet3 and rename it “Sources”
2. Copy your list of expenditures from Sheet1 and paste them in column A. (Include the column heading)
3. In cell B2 type “Source URL”
4. Fill column B with links to the websites where you got the price information for each expense

This is a long project. Here is a breakdown of how you should spend your time working on this project:

**Monday** – Decide on your trip location. Begin looking for activities you want to do and look at flight, hotel, and car rental (or other transportation method) costs.

**Tuesday** – Complete the “Expenses” Worksheet

**Wednesday** – Complete the “Time” Worksheet

**Thursday** – Finalize your choices. Add activities if you were under budget (both time and money). Remove activities if you were over budget.

When you’re finished with all of these steps submit your worksheet to the class website. (Only 1 per team.)