

CASH REGISTER

Create a new Excel Workbook that has four (4) separate worksheets. SAVE your Workbook as “Orders” in your Word, Unit 5 folder. *Save your work frequently* throughout this project.

Starting with the *second* Worksheet (**Sheet2!**), create a 4-column spreadsheet that hosts the menu of your new restaurant. When complete, you will be able to use your menu as a cash register.

1. In cell **Sheet2!** cell **A1**, type “Orders” and format it with the style “Title”.
2. Select the range of cells **A1:D1** and use the “Merge and Center” tool to center the title.
3. Leave Row 2 empty.
4. In Row 3 type the following Column Headings (formatted using the “Heading 1” style):

	A	B	C	D
3	Products	Cost	Orders	Total

A4:D13: Your menu should include at least 10 (school-appropriate) food and/or beverage items, prices for each item, a space for customers to tell you how many of each they want, and a Totals column.

Column A: Type your 10 items consecutively from Cell A4 through A13.

Column B: Type the price of each item next to the name of the item in cells B4 through B13. Format the range B4:B13 using the “Currency” format.

Column C: Reserve cells C4:C13 for your customers’ orders. This column should be formatted using the “Number” format.

Column D: Include an equation in D4 to calculate the cost of the item ordered times the amount ordered. Use the Fill Handle (or copy) to fill the equation down to cell D13. Format the range D4:D13 using the “Accounting” format.

SAVE YOUR WORK!

Below the menu, include the following items in the appropriate locations:

B14: The word “Subtotal”	D14: A subtotal that adds up all the totals for each item
B15: The word “Tax”	D15: Tax (computed as the subtotal x 7.75%)
B16: The word “ Total ” (Bold this)	D16: Total (add the subtotal and the tax)
B17: The words “Amount Paid”	D17: Amount Paid (Ask your customer how much they are giving you to pay the bill. (Example: A \$20 Bill to pay the \$18.75 total)
B18: The word “Change”	D18: Change—Create a formula that computes the amount of change a customer should receive based on the total due and the amount that he or she paid

Be sure that you can see all the data in your worksheet. Adjust column, row or cell sizes if necessary. Decorate your Worksheet to fit your restaurant’s style and offerings.

SAVE AGAIN!

Use the “**Select All**” button (between “A” and “1”—it has a triangle) to select your entire worksheet. Copy the data and paste it into Sheet3! and Sheet4! in the same workbook.

SAVE AGAIN!

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Go to Sheet 1. Add the name of your restaurant. Be creative with the text—add color and other formatting to make it appealing to the eye and match the theme of your business. Also add at least 3 pictures that relate to your industry. Rename the Sheet1 tab to match the business' name.

SAVE AGAIN!

Following the directions below, use each of your worksheets to take orders from three of your teammates.

Name your tabs:

Right-click the title tabs of Sheet2!, Sheet3!, and Sheet4! and name each worksheet using the first name of the customer whose order is on that worksheet.

Input the orders:

Type the amount of each item your customer wants into Column C of the appropriate worksheet.

If completed correctly, your spreadsheet should:

- Determine the total cost per item
- Subtotal the purchases
- Calculate the tax
- Total the order

Payment: At this point, you must input the amount of cash the customer states that he/she paid you.

- Your spreadsheet should then determine the correct change for the customer.

POST the completed workbook back to me as directed.

Remember, the workbook is not complete unless you have the following:

Sheet1!: Title page—includes the restaurant's name, at least 3 pictures, and decorated to match your restaurant's theme.

Sheet2!: Your first order worksheet, with orders from, and named for your first customer, properly calculated.

Sheet3!: Your second order worksheet, with orders from, and named for your second customer, properly calculated.

Sheet4!: Your third order worksheet, with orders from, and named for your third customer, properly calculated.

Each worksheet is worth 25 points.