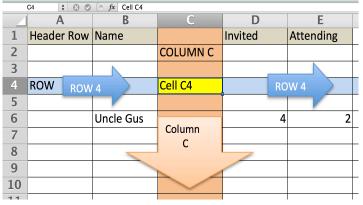[Video Tutorial](#)

Q1 Party Planner Introduction

13. Dig the Data

Imagine you are having a celebration and you are inviting guests to your party. There are five people in your family and all five will be attending. You have invited Grandpa and Grandma, but Grandpa is out of town fishing that day, so only Grandma can attend. Aunt Lucy has five people in her family and three will be attending. Uncle Gus and Aunt Francis have four in their family, but only two can attend that day. You also want to invite all nine of your cousins and you have let them know they can bring a friend, so 13 people will be attending. In addition, you can't forget all 12 members on your Ping Pong team plus the two coaches so an additional 10 people will be attending. You could use a spreadsheet to keep track of the data for you and automatically calculate numbers. We are going to start with a simple spreadsheet that uses a basic SUM formula. Before beginning you will need to know and understand the words *cell, row* and *column*. See image below for guidance:

Terminology

Both Google Sheets and Microsoft Excel have similar features.

Key Vocabulary:
Column: runs vertically (or up and down) in a spreadsheet
Row: runs horizontally (across) in a spreadsheet

Cell: It is the intersection point between a column and row. It is the basic storage unit for data

Header row: A header row is a row containing labels that identify the data in the cells below. It can also be a column with numbers that identify each row.

Creating the Basic Spreadsheet Steps:

 See the screenshots on the Quest page for Examples.

Step 1 - Open a new Spreadsheet and name it: *Party Planner*.

Step 2 - Title three columns - Name, # Invited, # Attending (make sure all of the titles are capitalized). This is called a Header Row.

Step 3 - List all of the families, neighbors, and groups invited under NAME. You will need to adjust the column width to fit the names of the people invited.

Step 4 - List the number of people invited under # INVITED

Step 5 - List the number of people attending under # ATTENDING

Additional Resources

Google Spreadsheets

> Google Sheets from GCFGlobal
>
> Google Sheets Creating Formulas and Functions

 Microsoft Excel 2000 Tutorials

> Excel 2000 Introduction
>
> Excel 2000 Creating Formulas
>
> Excel Creating Charts