



Spreadsheet

Practice Application

The guided practice for this activity is divided into two sections:

1. Create a folder named **SS** and your **Last name** to hold all files for this activity. Create 2 folders within this folder named **Practice Application** and **Application** respectively. Add an **Extension** folder to the **SS** and your **Last name** folder if you plan on submitting the extension with this module. If you submit an extension at a later time, create a new **SS** and your **Last name** with an **E added on the end** (very important). Add the **Extension** holding all files for any extension activities in the new **SS** and your **LastnameE** folder.
2. Complete these activities
Retrieve **SS Practice Applications** from Server-Claas Filest-Student Materials.
 - Personal use - Save as **FAMILYBUDGET.CWK**
 - School use - Organize a Pizza Fund-raiser Save as **PIZZA.CWK**
 - Showing Data in a Pictorial Format - Making Charts