Exercise 1: Creating a birthday budget

Goal: You have $200 and your goal is to create a budget for an upcoming birthday party for yourself

1. Title your spreadsheet: Google Sheets Training [your name]

2. Across the first row, you'll enter
   a. Spending category
   b. Budgeted amount
   c. Amount spent to date
   d. Helper - the person who is taking care of this item
   e. Notes - notes to self

3. Down the first column, you'll enter
   a. Cake
   b. Decorations
   c. Pizza
   d. Drinks
   e. Total

4. Formatting
   a. Highlight the first row
   b. Bold the text
   c. Center align
   d. Alignment of cells, centered, left, right
   e. Highlight Total
      i. Shade the row gray

5. Create a drop down list for "Helpers" column
   a. Highlight a range of cells in column D
   b. Click on Data
   c. Click on Data Validation
   d. Under Criteria, select "List of items"
   e. Enter list of items: Choose 3 names (QJ, Eric, Gabe) separate by commas

6. Color code "Helpers"
   a. Select the range of cells in column D
   b. Click on format
   c. Select "Conditional Formatting"
   d. Under format rules
      i. Select "Text is exactly"

ii.   and enter QJ in the value
iii.   Select a color
iv.   Click on "add another rule"
v.   Do the same with the other names: Eric/Gabe

7. Enter the budget amount:

Budgeted Amount	Amount spent to date
50	50
25	5
100	20
25	5

8. Use the "Sum" function for budget amount, and amount spent to date

9. Apply filter to row 1
    a. Sort the "Budget Amount" column by A-Z to sort your list from least expensive to most expensive
    b. Filter "Helper" column to only list QJ
    c. Clear filters in "Helper" column to reveal all names

10. Enter notes under the notes section for each category

11. Share the budget with the people on your "Helpers" list

12. Rename the tab name

Exercise 2: Creating a Contact List

1. Create a new tab in the same spreadsheet

2. Rename the new tab "Create a contact spreadsheet for your TGH roster"

3. In the first row, enter the following categories in each cell

First Name	Last Name	Email Address	Phone Number	Completed Participant Enrollment	Amount paid for device

4. Formatting
    a. Highlight the first row
    b. Bold the text
    c. Center align
    d. Alignment of cells, centered, left, right

5. Create a drop down list for column "Completed Participant Enrollment" and enter the values
   a. Yes
   b. No

6. Color code the column "Completed Participant Enrollment"
   a. Red for "No"
   b. Green for "Yes"

7. Enter 3 contacts in your spreadsheet - complete all columns

8. In cell A5, enter "Total"
   a. Highlight row 5 cells A-F as gray

9. Use the SUM function to calculate the total for column "F" in cell F5

10. Try playing around with the "Explore" feature