5.01 Start-Up Costs

Total Points: 40

# Instructions

To complete the 5.01 Start-Up Costs assignment, you should open a workbook in the spreadsheets application of your choice. You should set up a worksheet to calculate the estimated start-up costs for the business you created in the last unit. You can pick the names of these expenses and estimate an amount for each.

Your spreadsheet must have:

* A title
  + Title should include a creative name for your business and the words “Start-Up Costs”
  + Title should be bolded and in a larger font than the rest of the text
  + Merge and center the title above your two columns of expenses and amounts. Select the cells you want to merge together and select the appropriate button on the Home ribbon.
    - In Microsoft Word, select the Merge & Center button in the Alignment section of the Home Ribbon.
    - In Google Sheets, select the Select Merge Type button in the Home Ribbon.
* At least 6 expenses and amounts
  + Include the name and dollar figure for each start-up cost associated with your business
  + Have 1 column for expenses and 1 column for amounts
  + Bold these column headings
  + Enter dollar amounts in currency format (like this: $1,000.00)
* A total for your start-up costs
  + Include a row labeled TOTAL
  + Use the AutoSum (Σ) function button to calculate the total amount. Right click and highlight the range of cells with the dollar figures and select the AutoSum button.

# Submission

Submit your completed spreadsheet to the dropbox.

# Example

Below is an example of how your finished start-up costs spreadsheet could look. Notice the SUM function of the active cell!

