

# Instructional Scenario

## Tracking Finances



Course/Duty Area: Computer Information Systems/ Developing Electronic Spreadsheets

### Scenario:

As a student, you want to take control of your finances. You receive a monthly allowance of \$100 and have additional income from part-time work. You want to create a spreadsheet to track your income and expenses, set financial goals, and analyze your spending patterns.

### Big Question:

**How can** you organize and control your personal finances by building a spreadsheet, incorporate formulas, formatting, and charts to analyze your spending and saving habits?

### Focused Questions:

- How do you create and design your spreadsheet? What column and row headings should you use to categorize your income, savings, and spending?
- How do you enter your data and apply formulas?
- How can you enhance the effectiveness and readability of your spreadsheet by applying borders, shading, currency formats, and conditional formatting?
- How can you create charts to help you track your savings?
- How does this spreadsheet help you analyze your habits?

### Student Project or Outcome:

- A well-organized spreadsheet that includes personal finance data, simple formulas (such as SUM), basic formatting, and charts
- Development of essential spreadsheet skills, financial literacy, and critical thinking abilities

*Scenario submitted by Carrie Boswell, James Wood High School, Frederick County Public Schools*