The Wedding Flower Calculator

Overview

The Wedding Flower Calculator is designed to give customers an idea of what their wedding flowers will cost. Estimates are based on average prices for wedding-related floral items using less expensive flowers, moderately-priced flowers or higher end product.

Under each category the user can enter the amount of each item needed. The worksheet automatically calculates the totals by category and provides a grand total.

The last category is "Set Your Budget" where customers can enter their own prices for each item and quantity. This column is very useful for customers who have a specific dollar amount to work with and wish to allocate a certain cost for each item.

The spreadsheet is locked so brides can only enter quantity in the three main categories and so they won't erase the formulas.

Instructions

UNLOCK THE WORKSHEET

1. With the worksheet file open, click on "Tools" at the top of the Excel file

2. Select "Protection" from the "Tools" menu

3. Select "Unprotect Sheet…"

4. Type in SAF (All capital letters, please…the password is case sensitive)

5. Click "OK"

Once your sheet is unprotected, you can customize the calculator.

ENTER YOUR PRICES AND SHOP INFORMATION

1. Locate cell **D6** (Column **D,** Row **6**) and move your cell pointer to that cell.

2. **SAF and Rosemont Floral make no attempt, implied or specific, to recommend or suggest any price**. This is the cell where you will enter *your shop's* price.

3. Enter the price that is right for you and your business for a bridal bouquet that you would list under the heading "Economy Flowers."

4. Following the same process, update all cells with prices listed, including those in Column H (Most Popular Flowers) and Column L (Premium Flowers).

5. Change the information in rows 1 and 2 to reflect your shop name, address, phone number, web address, email address, and any other contact information you wish to include.

When you've finished customizing the sheet, BE SURE TO LOCK THE WORKSHEET AGAIN to prevent customers from accidentally changing or deleting formulas or your prices.

LOCK THE WORKSHEET

1. With the worksheet file open, click on "Tools" at the top of the Excel file

2. Select "Protection" from the "Tools" menu

3. Select "Protect Sheet…"

4. Type in your password. You may use "SAF" again or assign your own, but if you change it you may wish to write your password down so you will be able to make changes to your sheet in the future (Again, remember the password is case sensitive)

5. Click "OK"

CAUTION!!

Excel is able to make all these calculations for you because we have entered mathematical formulas in <u>Columns E, I, M, and Q</u>. **Altering these formulas may cause your worksheet to provide misleading data. It is very important that you do not type over the contents of the cells in these columns**. If you do and you realize it right away (after you've pressed "Enter" or clicked on another cell), you may click on the "Edit" menu at the top of the screen and then click "Undo," which will reverse the last action you did.

If you don't catch the problem until later, you can copy the formula from another cell in the column and paste it into the cell that got messed up using the following procedure:

- Click on any cell containing a correct formula in the column (E, I, M, or Q) where the problem occurred (check the Formula Bar to make sure that the cell contains a formula).

- Go to the menu bar at the top of the worksheet and click on the word "Edit." When the drop down menu appears, click on "Copy." A rolling dashed line will appear around the highlighted cell.

- Click on the cell in Column E, I, M, or Q where the problem occurred.

- Go to the menu bar at the top of the worksheet and click on "Edit" again. When the drop down menu appears, click on "Paste." Check the Formula Bar to make sure that the desired formula has been entered into the cell. *Note that Excel will automatically change the formula to reflect the row where you've pasted it…now it should go back to calculating your information correctly!*

- Press either the "Enter" or "Esc" key to clear the rolling dashed line.

GLOSSARY

Here are some terms that may be useful to you as you learn more about Excel and work with the flower calculator:

• Cell – Each individual "square" on the spreadsheet. Using the mouse or your arrow keys, you can place or move the "cell pointer" onto specific cells and enter information there using the keyboard.

• Cell address – Each cell has a unique "address" that corresponds to where its column and row meet. For example, the uppermost cell all the way to the left of the spreadsheet is "A1," the cell on the General Worksheet containing the column header that reads "Wednesday" is "E5," and so on.

• Cell pointer – A highlighted "outline" that appears around the active cell. This can be moved by either clicking the mouse pointer on the desired cell or by using the arrow keys.

• Click – Clicking once with the left mouse button

• Column – Vertical series of cells labeled at the top with letters

• Column Headers – Titles that appear at the top of each column used in the worksheet.

• Double-click – Rapidly clicking twice with the left mouse button

• Formula – An equation using cell references in place of numbers which calculates a certain mathematical function when the referenced cells are filled with numeric values. For example, "=AVERAGE(B6:H6)" calculates the average of the values in cells B6, C6, D6, E6, F6, G6, and H6. Excel formulas always begin with the "=" sign.

• Formula Bar – Area just above the column headers on the spreadsheet (just below the Toolbar) where you view *and edit* the actual contents of the active cell. If a formula has been entered in the cell, the formula will appear here, while the cell itself may display the result of the equation specified in the formula. The cell may also display a message like "#DIV/0!" indicating that no values have yet been entered in the cells the formula references. When values are entered in the referenced cells, the formula will calculate the result, which will then be displayed in the cell.

• Right-click – Clicking once with the right mouse button which usually brings up a "Shortcut" menu near the location of your mouse pointer.

• Row – Horizontal series of cells labeled down the left side with numbers

• Tabs – Located at the bottom of each spreadsheet, these labels indicate the three different worksheets where you will enter figures to be calculated and the three price sheets which you will print out and give to your designers.