Classroom Inventory

Classrooms contain many desks, chairs, books, supplies, and even computer equipment. Sometimes, keeping track of everything in a classroom can be challenging. What are some ways you might keep inventory of your classroom? One way is to use the computer to create a classroom inventory spreadsheet.

Plan It

Create an inventory worksheet of the furniture, equipment, and supplies in your classroom. Look at the following example:

	A	B	C	D	E	F
1	**Room 6 Inventory**					
2						
3	**Category**	**Item**	**Product Number or Description**	*Quantity*	*Cost per Item*	*Item Subtotal*
4	book	All About Dinosaurs	1-898722-35-7	1	$14.95	$14.95
5	book	Dictionary	1-365564-59-0	2	$19.95	$39.90
6	equipment	printer	223443-59C	1	$250.00	$250.00
7	equipment	monitor	1344-5BCN-45	1	$200.00	$200.00
8	equipment	computer	893-54CPX	1	$800.00	$800.00
9	furniture	desks	wood top with metal legs	30	$100.00	$3,000.00
10	furniture	chairs	brown plastic	30	$50.00	$1,500.00
11	supplies	paper	packages of lined writing paper	2	$7.50	$15.00
12	supplies	pencils	yellow pencils with erasers	53	$0.25	$13.25
13					Grand Total	$5,833.10

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Classroom Inventory Worksheet Example

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper and drawing a table that shows how you might put the information in order might be helpful.

- What furniture, equipment, books, and supplies do you have in your classroom? How might you organize the individual items into groups of similar items?
- How many of each item do you have? What is the approximate cost of each item?
- What descriptive information might help you identify a particular item? Does your electronic equipment have serial numbers? Do books and supplies have ISBN or SKU numbers?

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For help on how to do certain tasks, look at the following groups in the Intel® Education *Help Guide:*

- **Spreadsheet Group 2:** Selecting Cells, Rows, and Columns
- **Spreadsheet Group 3:** Using Worksheets
- **Spreadsheet Group 4:** Adding and Working with Information
- **Spreadsheet Group 5:** Changing the Look of Information and Worksheets
- **Spreadsheet Group 7:** Doing Math

Do It

1. Start the spreadsheet software, and open a new, blank worksheet.
2. Rename Sheet 1 with a name that describes the information in the worksheet.
3. In cell A1, type a title for the worksheet.
4. Now you will add the column headings to your worksheet. Type "Category" in cell A3, "Item" in cell B3, "Product Number or Description" in cell C3, "Quantity" in cell D3, "Cost per Item" in cell E3, and "Item Subtotal" in cell F3.
5. Enter the Category, Item, Product Number or Description, Quantity, and Cost per Item information in columns A through E. Make sure you type the information in the correct columns. Change the column widths as needed.
6. Format the numbers in columns E and F so they look like money or currency. (For help, see Spreadsheet Skill 4.9: To show numbers as decimals, currency, and percentages.)
7. In cell F4, insert a formula that multiplies the quantity in cell D4 by the cost per item in cell E4. (For help, see Spreadsheet Skill 7.5: To multiply numbers by writing your own math sentence or formula.)
8. In the first empty cell in column E, type "Grand Total". Then in the cell immediately to the right in column F, insert a **Sum** function to total all of the item subtotals. (For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column.)

Steps 3 and 4: You may want to immediately change the look of the worksheet title and your column labels. Note that you will change the look of the information in your worksheet later.

Step 5: When entering quantity and cost information, make sure you use actual numerals instead of writing out the numbers.

Step 7: If you have trouble entering your own multiplication formula, follow the instructions in Spreadsheet Skill 7.5: To multiply numbers by writing your own math sentence or formula.

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9. Sort the rows of information in an order that makes sense. For example, you might want to sort the information alphabetically according to the category or item. **Note:** Do not include the grand total information when sorting the information.

Step 9: When you sort, select only the rows containing the information about the item, not the rows containing the title, the column headings, or the grand total. Then, try a few options and select the sorting option you like best. Remember that you can use the **Undo** function to return the rows to their original order.

> **Challenge:** You may want to sort the information alphabetically according to both the category and the item. (See the Challenge Example at the end of this section.) (For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information.)

10. Change the look of the worksheet's title.

11. Select all of the rows containing information (from row 3 to the grand total row). Change the look of the table by applying an AutoFormat. (For help, see Spreadsheet Skill: 5.11: To apply an AutoFormat to a worksheet.)

> **Challenge:** After applying an AutoFormat, you might want to make minor changes to the text formatting, cell borders, and cell shading that are applied. Make these changes on your own as desired. (See the Challenge Example at the end of this section.) (For help, see Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets, and Spreadsheet Skill 5.9: To add background color or shading to cells, rows, or columns.)

Challenge: When you apply the AutoFormat, you should avoid selecting the top row containing the worksheet title. You should also explore a few AutoFormats before picking the one you want to use.

12. Delete any unused worksheets.

13. Save your work as directed.

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Classroom Inventory Worksheet Challenge Example

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Review It

Look over your classroom inventory worksheet. Make sure it has the following elements:

- A title that explains the type of information in the worksheet
- Information about the books, equipment, furniture, and supplies found in your classroom
- Multiplication formulas that calculate the subtotal cost for each item, and a **Sum** function that calculates the grand total
- Rows sorted in a way that makes sense, and an AutoFormat that makes the information easy to read

If any elements are missing, add them to the worksheet now. You should also make other desired changes. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions during sharing time:

- What is the benefit of creating this type of classroom inventory worksheet? What other inventory worksheets might you or others use spreadsheets to complete?
- What new spreadsheet skill did you use today? How might you use that same skill again?
- What was the hardest step in completing this inventory worksheet? How did you manage to complete that step?

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