Data Management: Spreadsheet For A Cell Phone Bill
数据管理：手机花费电子数据表

Companies will often receive very large and complicated bills for services such as employee cell phones. The accounting department will often have to sort through large bills that may be several hundred pages long. They will make sure that all the charges are correct and make summarized reports for the companies administration.
公司经常会收到非常大的复杂的账单服务，如雇员手机。会计部门往往要处理大量甚至长达几百页的票据。他们要确保所有的收费都是正确的，并向公司管理部门提交总结性报告。

For this project you will create a spreadsheet to summarize the cellphone bills for 10 employees who work for the school. You will determine how much each user spends from talking on their phones, sending text messages, and their total expenses.
在这个项目中，你需创建一个电子数据表来总结10名学校员工的手机账单，包括每个用户的通话费、短信费及总花费。

For this project we will use the following cost for phone services.
我们将按照下面的话费服务来制作该项目。

> ¥0.80 for 1 minute spent talking on the phone.
> 通话费¥0.80。
> ¥0.30 for every message sent or received.
> 短信费¥0.30。

You will make up names for 10 school employees. Then make up values for how many minutes each person uses their phone while talking, and how many messages they sent.
首先制作10名学校职员的姓名，然后是每一名员工的通话时间和发送短信数量。

You will use formulas to calculate the total values. Your final project should look similar to the example at the bottom of page 2. Look at where information is located.
使用公式来计算总费用。 最终的项目应类似于第2页的例子。查找信息所在的位置。

Important Note l 重要笔记1:
Columns are vertical (up and down) and are labeled A-J.
垂直栏（从上到下），并标记为 A-J。
Rows are horizontal (left to right) and are labeled 1-24.
横向行（从左到右），并标记为1-24。

Simple Formulas | 简单的公式

English	Chinese	Formula
Addition	加法	=SUM(CELL + CELL)
Subtraction	减法	=SUM(CELL - CELL)
Addition (List of Numbers)	加法（数列）	=SUM(First CELL : Last CELL)
Multiplication	乘法	=(CELL * Cell)
Division	除法	=(CELL / CELL)
Average	平均数	=AVERAGE(First CELL : Last CELL)

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	A	B	C	D	E	F	G	H	I	J
1					Universal Exports					
2					普遍出口					
3	Names:	Minutes Used:	Cost:	Total:	Text Message:	Cost:	Total:	User Bill:		
4	名称	使用分钟：	每分钟费用	主叫总花费	短信	每条短信费用	短信总花费	总花费		
5	Mr. Campbell	97	CN¥0.80	CN¥77.60	60	CN¥0.30	CN¥18.00	CN¥95.60		
6	Mr. Smith	100	CN¥0.80	CN¥80.00	27	CN¥0.30	CN¥8.10	CN¥88.10		
7	Mrs. Jones	78	CN¥0.80	CN¥62.40	5	CN¥0.30	CN¥1.50	CN¥63.90		
8	Person 4		CN¥0.80			CN¥0.30				
9	Person 5		CN¥0.80			CN¥0.30				
10	Person 6		CN¥0.80			CN¥0.30				
11	Person 7		CN¥0.80			CN¥0.30				
12	Person 8		CN¥0.80			CN¥0.30				
13	Person 9		CN¥0.80			CN¥0.30				
14	Person 10		CN¥0.80			CN¥0.30				
15	Total For All Users 所有用户话费：		CN¥220.00				CN¥27.60	CN¥247.60		

TOTAL:

CN¥247.60

学校总话费

1. Type all of the provided information in the correct "cells". Use Both English and Chinese
   在相应的"单元格"输入所提供的信息，必须是英语和中文。

2. Make up names, total number of minutes, and total number of text messages used.
   制作出姓名，总分通话时间和短信数。

3. Use a multiplication formula to calculate the total cost for each user for the following
   使用乘法公式来计算每个用户的总话费
   - Column D total each user spent talking on phone (multiply B and C)
   - D栏是每个用户的通话费（B * C）
   - Column G total each user spent sending text messages. (multiply E and F)
   - G栏是每个用户的短信费（E * F）

4. Calculate the total user bill using an addition formula in column H (add D and G)
   使用加法运算公式计算每一用户的总话费并记在H栏。（D + G）

5. In Row 15 use an addition formula to calculate the total cost for all to users.
   在第15行计算所有用户的话费。
   - (Column D, Row 5-14), (Column G, Row 5-14), (Column H, Row 5-14)
   - （D栏，从第5行-第14行）（G栏，从第5行-第14行）（H栏，从第5行-第14行）

6. Create a large Final total at the bottom of the document.
   最后创建一个总花费。

7. Formate your project to look similar to the example. You may use different colors.
   把你的项目设计成类似于下面的例子，可以使用不同的颜色。