THE MEAL PLAN

BMT-IBT-4
Effective use of spreadsheets

STUDENT DIRECTIONS

About the Veekig Meal Planner Go paperless and store your favorite recipes in this digital recipe tracker! Along with adding recipe ingredients and instructions, this template enables you to create a shopping list, share with friends, and create meals for a given week. Add tags for finding your recipe by searching for keywords. Use the instructions on the right to help you get started.

How do I use the Weekly Meal Planner?

The **Recipe Index** sheet is your central hub for viewing your recipes at-a-glance. To view a specific recipe, select the **Recipe Link** and quickly jump to the recipe details. To return to the **Recipe Index**, on each recipe worksheet, select navigation cell G1 to view **Recipe Index**.

How do I add my own recipes?

To get started, you can type over the Spinach Feta Pizza recipe we added as an example. Or, if you want to keep the scrumptious sample recipe and try it sometime, copy the Empty Recipe worksheet, rename the tab to your recipe name, and add your new recipe information.

Add the new recipe to the end of **Recipe Index** list by typing the recipe name used in the tab. A link and recipe details get added automatically. Then on the **Recipe Card**, select the name of new recipe from the list to add the title to the card.

ir you are using Excel online, create a new worksheet, copy and paste the Empty Hecipe contents to that worksheet and rename the tab to the exact same name as the name you put in the Recipe Index

Warning: The shopping list won't work if the **Recipe Index** Recipe Name and your recipe worksheet name are mismatched.

Tip: Use Recipe Categories worksheet to add categories such as "Main Course". This will help when searching for meals that are of a certain type. On that same worksheet, modify Measurement Types to make adding ingredients in the recipe worksheets easier.

Data entry tips

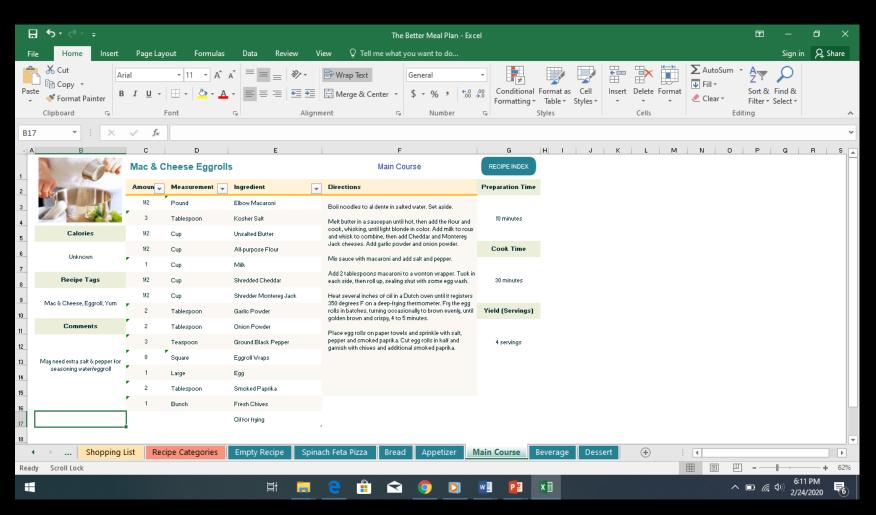
If you copy the ingredients and directions from a web page you can easily retain the template formatting when you paste. To do so, on the **Home** tab, in the **Clipboard** group, expand the **Paste** options then select **Match Destination Formatting**.

What's next?

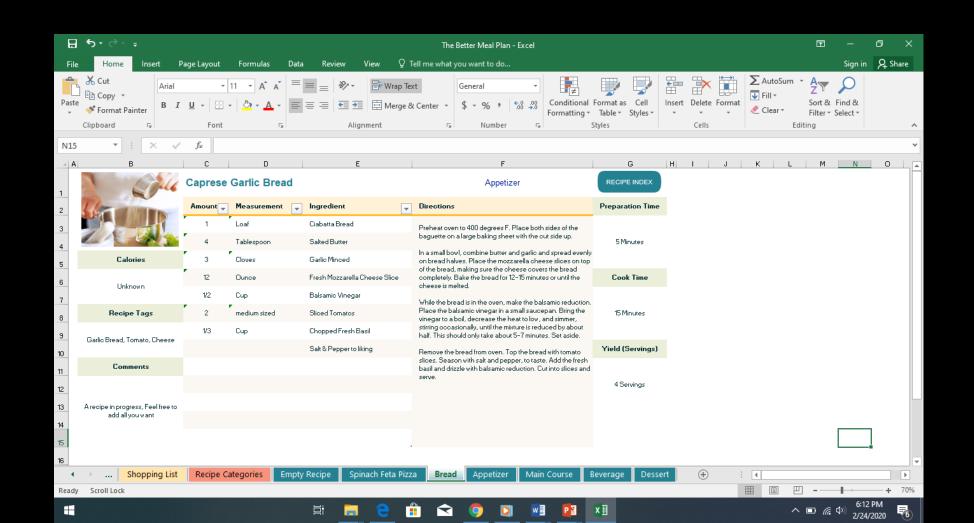
Use the **Meal Planner** worksheet to select the recipes from the **Recipe Index** that you want for any given week. A shopping list is automatically created from the ingredients in the recipes you selected. View the list in the **Shopping List** worksheet.

After you have built your list of recipes, the **Recipe Index** page helps you easily find what you're looking for using the **Filter** options. For example, if you're searching for a main course, select the arrow next to **Category**, clear the **(Select All)** check box, select **Main Course**, then select **OK**. You can narrow your results further by filtering on another field, such as **Tags**. To use the **Tags** filter, select the arrow next to **Tags** and in the **Search** text box enter your search string, such as cheese, and select **OK**.

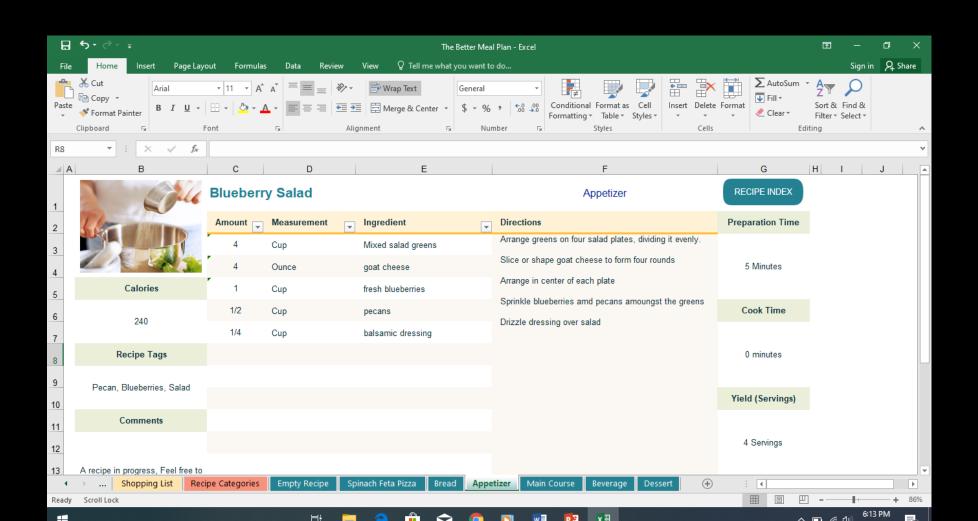
MAIN COURSE



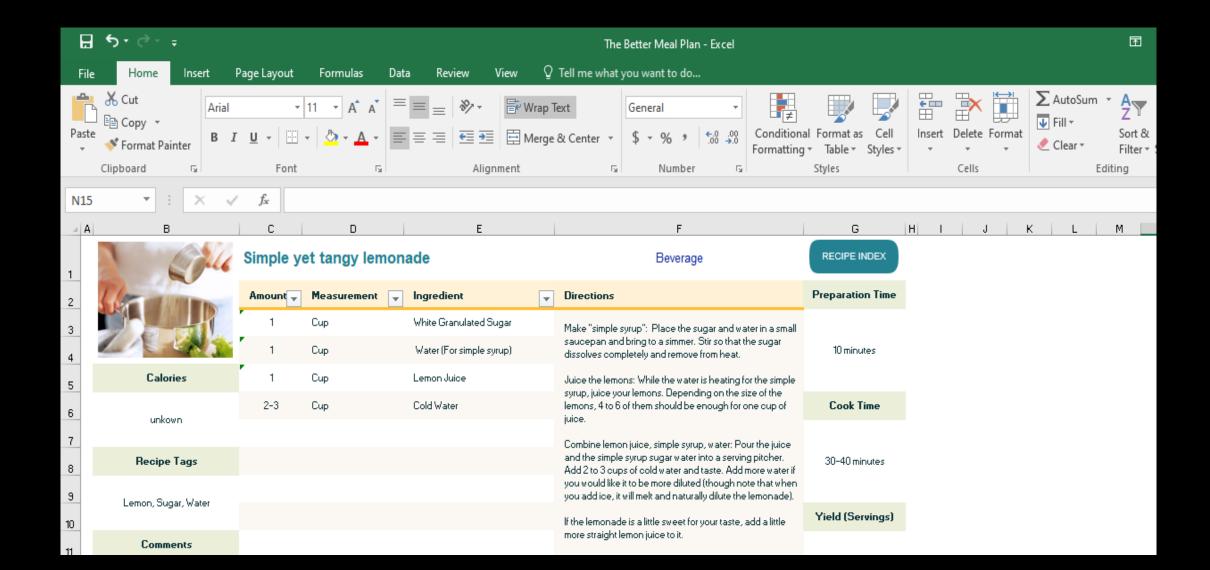
BREAD



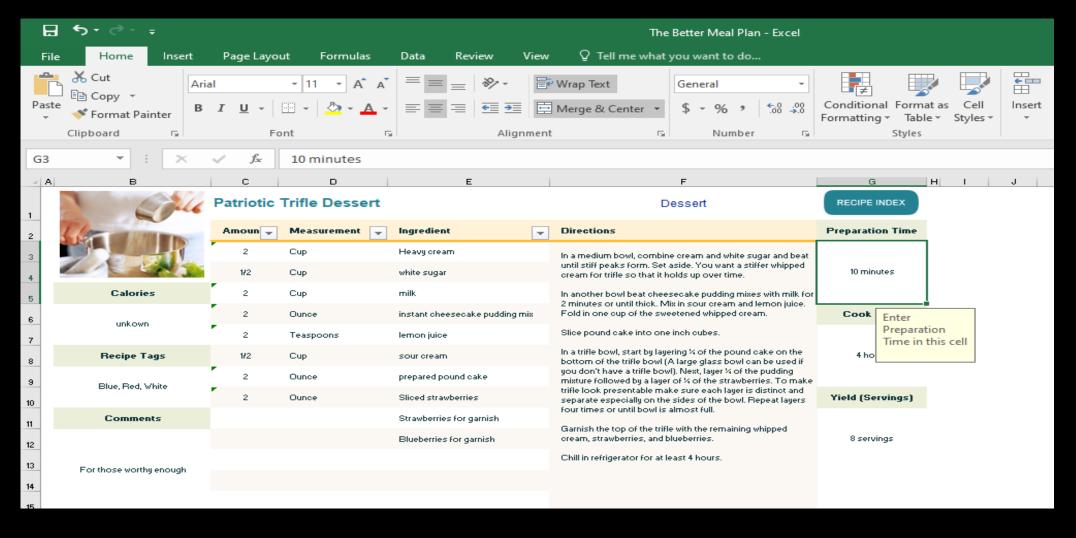
APPETIZER



BEVERAGE



DESSERT



Teacher: Bostic Name: G.Roubeau

Date: 1/22/2020 Title of Work: Meal Plan

	Criteria				
	1	2	3	4	
Neatness and Organization	Sloppy with little effort exhibited and items thrown on menu	Limited neatness with items thrown on menu with little order or purpose	Neat and orderly with like items in categories but lacks consistent layout	Neat, orderly, well organized and laid out with like items in categories	20 ——
Creativity and Originality	No use of either theme, color, or images very plain and basic	Includes an unclear theme with little color or few images but with no purpose or coordination	Includes some theme, colors, and some images but with little purpose and coordination	Theme, colors, images and fonts all coordinate and create pleasing look	20 ——
Menu Plan	Menu looks unprofessional and does not coincide with customer base, needs, or food served	Menu layout looks professional but fails to coincide with customer base, needs, or food served	Menu layout looks professional and coincides with customer base and type of food served but does not address needs of the customer base	Menu layout looks professional and coincides with customer base, their needs, and the type of foods served	20
Types of Menus (Fixed, cycle, a la carte, semi-a la carte, table d'hôte, or prix fixe menu)	There is no evidence of a specific menu plan or type of menu pricing used	Either fixed, cycle, or type of menu pricing is lacking	Fixed or cycle menu used Prices are inaccurate but type of menu pricing is obvious	Fixed or cycle menu used or mixture of both used Accurate prices and type of menu pricing obvious	20
Quantity of items that must be incorporated AND description of food items	6-10 items included but no descriptions included	6-10 items included and with pleasing descriptions	11-25 items included but with no description of food items	11-25 items included with pleasing descriptions	20
				Total>	100

Teacher Comments:

Gavin, a great deal of thought was placed into planning your meal. Your spreadsheet was very neat and your meal was not a standard meal but a special one. Great Job!

Menu Planning Rubric

Name: G.Roubeau Teacher: Bostic

Date ; 1/22/2020 Title of Work: Meal Plan

	Criteria				
	1	2	3	4	
Neatness and Organization	Sloppy with little effort exhibited and items thrown on menu	Limited neatness with items thrown on menu with little order or purpose	Neat and orderly with like items in categories but lacks consistent layout	and laid out	20
Creativity and Originality	No use of either theme, color, or images very plain and basic	Includes an unclear theme with little color or few images but with no purpose or coordination	Includes some theme, colors, and some images but with little purpose and coordination	Theme, colors, images and fonts all coordinate and create pleasing look	20
Menu Plan	Menu looks unprofessional and does not coincide with customer base, needs, or food served	Menu layout looks professional but falls to coincide with customer base, needs, or food served	Menu layout looks professional and coincides with customer base and type of food served but does not address needs of the customer base	and coincides with customer	20
Types of Menus (Fixed, cycle, a la carte, semi-a la carte, table d'hôte, or prix fixe menu)	There is no evidence of a specific menu plan or type of menu pricing used	Either fixed, cycle, or type of menu pricing is lacking	Fixed or cycle menu used Prices are inaccurate but type of menu pricing is obvious	Fixed or cycle menu used or mixture of both used Accurate prices and type of menu pricing obvious	20
Quantity of items that must be incorporated AND description of food items	6-10 items included but no descriptions included	6-10 items included and with pleasing descriptions	11-25 items included but with no description of food items	11-25 items included with pleasing descriptions	20
			7	Total>	100

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RUBRIC/GRADE COMMENTS G.ROUBEAU

MEAL PLAN BMT-IBT-4 EFFECTIVE USE OF SPREADSHEETS

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