



THE MEAL PLAN

BMT-IBT-4

Effective use of spreadsheets

STUDENT DIRECTIONS

2	About the Weekly Meal Planner	How do I use the Weekly Meal Planner?
3	Go paperless and store your favorite recipes in this digital recipe tracker!	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 .
4	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.	How do I add my own recipes?
5	Use the instructions on the right to help you get started.	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.
6		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.
7		If you are using Excel online, create a new worksheet, copy and paste the empty recipe contents to that worksheet and rename the tab to the exact same name as the name you put in the Recipe Index .
8		Warning: The shopping list won't work if the Recipe Index Recipe Name and your recipe worksheet name are mismatched.
9		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.
10		Data entry tips
11		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 .
12		What's next?
13		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.
14		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 .
	How to use Recipe Tracker	Shopping List Recipe Categories Empty Recipe Spinach Feta Pizza Bread Appetizer Main Course

MAIN COURSE

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B17

Mac & Cheese Eggrolls Main Course [RECIPE INDEX](#)

Amount	Measurement	Ingredient	Directions	Preparation Time
1/2	Pound	Elbow Macaroni	Boil noodles to al dente in salted water. Set aside.	
3	Tablespoon	Kosher Salt	Melt butter in a saucepan until hot, then add the flour and cook, whisking, until light blonde in color. Add milk to roux and whisk to combine, then add Cheddar and Monterey Jack cheeses. Add garlic powder and onion powder.	10 minutes
1/2	Cup	Unsalted Butter		Cook Time
1/2	Cup	All-purpose Flour		
1	Cup	Milk	Mix sauce with macaroni and add salt and pepper.	
1/2	Cup	Shredded Cheddar	Add 2 tablespoons macaroni to a wonton wrapper. Tuck in each side, then roll up, sealing shut with some egg wash.	30 minutes
1/2	Cup	Shredder Monterey Jack	Heat several inches of oil in a Dutch oven until it registers 350 degrees F on a deep-frying thermometer. Fry the egg rolls in batches, turning occasionally to brown evenly, until golden brown and crispy, 4 to 5 minutes.	Yield (Servings)
2	Tablespoon	Garlic Powder		
2	Tablespoon	Onion Powder	Place egg rolls on paper towels and sprinkle with salt, pepper and smoked paprika. Cut egg rolls in half and garnish with chives and additional smoked paprika.	4 servings
3	Teaspoon	Ground Black Pepper		
8	Square	Eggroll Wraps		
1	Large	Egg		
2	Tablespoon	Smoked Paprika		
1	Bunch	Fresh Chives		
		Oil for frying		

Calories: Unknown

Recipe Tags: Mac & Cheese, Eggroll, Yum

Comments: May need extra salt & pepper for seasoning water/eggroll

Shopping List Recipe Categories Empty Recipe Spinach Feta Pizza Bread Appetizer **Main Course** Beverage Dessert

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BREAD

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		Caprese Garlic Bread			Appetizer	RECIPE INDEX
		Amount	Measurement	Ingredient	Directions	Preparation Time
		1	Loaf	Ciabatta Bread	Preheat oven to 400 degrees F. Place both sides of the baguette on a large baking sheet with the cut side up.	5 Minutes
		4	Tablespoon	Salted Butter		
Calories		3	Cloves	Garlic Minced	In a small bowl, combine butter and garlic and spread evenly on bread halves. Place the mozzarella cheese slices on top of the bread, making sure the cheese covers the bread completely. Bake the bread for 12-15 minutes or until the cheese is melted.	Cook Time
	Unknown	12	Ounce	Fresh Mozzarella Cheese Slice		
Recipe Tags		1/2	Cup	Balsamic Vinegar		
		2	medium sized	Sliced Tomatos	While the bread is in the oven, make the balsamic reduction. Place the balsamic vinegar in a small saucepan. Bring the vinegar to a boil, decrease the heat to low, and simmer, stirring occasionally, until the mixture is reduced by about half. This should only take about 5-7 minutes. Set aside.	15 Minutes
	Garlic Bread, Tomato, Cheese	1/3	Cup	Chopped Fresh Basil		
Comments				Salt & Pepper to liking	Remove the bread from oven. Top the bread with tomato slices. Season with salt and pepper, to taste. Add the fresh basil and drizzle with balsamic reduction. Cut into slices and serve.	Yield (Servings)
	A recipe in progress, Feel free to add all you want					

Shopping List Recipe Categories Empty Recipe Spinach Feta Pizza Bread Appetizer Main Course Beverage Dessert

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APPETIZER

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R8

Amount	Measurement	Ingredient	Directions	Preparation Time
4	Cup	Mixed salad greens	Arrange greens on four salad plates, dividing it evenly.	5 Minutes
4	Ounce	goat cheese	Slice or shape goat cheese to form four rounds	
1	Cup	fresh blueberries	Arrange in center of each plate	Cook Time
1/2	Cup	pecans	Sprinkle blueberries and pecans amongst the greens	
1/4	Cup	balsamic dressing	Drizzle dressing over salad	
Recipe Tags				0 minutes
Pecan, Blueberries, Salad				Yield (Servings)
Comments				
A recipe in progress. Feel free to				4 Servings

Shopping List Recipe Categories Empty Recipe Spinach Feta Pizza Bread Appetizer Main Course Beverage Dessert

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BEVERAGE

The Better Meal Plan - Excel

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 Alignment: Wrap Text, Merge & Center
 Number: General, Currency, Percentage, Decimals
 Styles: Conditional Formatting, Format as Table, Cell Styles
 Cells: Insert, Delete, Format
 Editing: AutoSum, Fill, Clear, Sort & Filter

N15

Amount	Measurement	Ingredient	Directions	Preparation Time
1	Cup	White Granulated Sugar	Make "simple syrup": Place the sugar and water in a small saucepan and bring to a simmer. Stir so that the sugar dissolves completely and remove from heat.	10 minutes
1	Cup	Water (For simple syrup)		
1	Cup	Lemon Juice	Juice the lemons: While the water is heating for the simple syrup, juice your lemons. Depending on the size of the lemons, 4 to 6 of them should be enough for one cup of juice.	Cook Time
2-3	Cup	Cold Water		
Recipe Tags			Combine lemon juice, simple syrup, water: Pour the juice and the simple syrup sugar water into a serving pitcher. Add 2 to 3 cups of cold water and taste. Add more water if you would like it to be more diluted (though note that when you add ice, it will melt and naturally dilute the lemonade).	30-40 minutes
Comments			If the lemonade is a little sweet for your taste, add a little more straight lemon juice to it.	Yield (Servings)

Calories: unknown

Recipe Tags: Lemon, Sugar, Water

Comments: If the lemonade is a little sweet for your taste, add a little more straight lemon juice to it.

Simple yet tangy lemonade Beverage RECIPE INDEX

DESSERT

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G3 10 minutes

Patriotic Trifle Dessert		Dessert	
Amount	Measurement	Ingredient	Directions
2	Cup	Heavy cream	In a medium bowl, combine cream and white sugar and beat until stiff peaks form. Set aside. You want a stiffer whipped cream for trifle so that it holds up over time.
1/2	Cup	white sugar	
2	Cup	milk	In another bowl beat cheesecake pudding mixes with milk for 2 minutes or until thick. Mix in sour cream and lemon juice. Fold in one cup of the sweetened whipped cream.
2	Ounce	instant cheesecake pudding mix	
2	Teaspoons	lemon juice	Slice pound cake into one inch cubes.
1/2	Cup	sour cream	In a trifle bowl, start by layering 1/4 of the pound cake on the bottom of the trifle bowl (A large glass bowl can be used if you don't have a trifle bowl). Next, layer 1/4 of the pudding mixture followed by a layer of 1/4 of the strawberries. To make trifle look presentable make sure each layer is distinct and separate especially on the sides of the bowl. Repeat layers four times or until bowl is almost full.
2	Ounce	prepared pound cake	
2	Ounce	Sliced strawberries	
		Strawberries for garnish	Garnish the top of the trifle with the remaining whipped cream, strawberries, and blueberries.
		Blueberries for garnish	
			Chill in refrigerator for at least 4 hours.

Calories: unknown

Recipe Tags: Blue, Red, White

Comments: For those worthy enough

Preparation Time: 10 minutes

Cook: 4 hours

Yield (Servings): 8 servings

RECIPE INDEX

Enter Preparation Time in this cell

Name: G.Roubeau

Teacher: Bostic

Date : 1/22/2020

Title of Work: Meal Plan

	Criteria				Points
	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---->	<u>100</u>

Teacher Comments:

Galvin, 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

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Total---->					100

RUBRIC/GRADE COMMENTS

G.ROUBEAU

Teacher Comments:

Govin, 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!



MEAL PLAN
BMT-IBT-4
EFFECTIVE USE OF SPREADSHEETS

<C:\Users\sharonda.bostic.LAMAROLD.003\Documents\The Better Meal Plan.xlsx>