PLAN A PERFECT LIFE
User Manual

Plan a Perfect Life is an exercise designed to help youth recognize the importance of choosing and preparing for a career. During the exercise the student will be prompted to research career websites and salaries using the internet. Once they have selected a career and have determined the wages they can earn with the chosen career they will be prompted to make lifestyle choices such as where they will live, what car they will drive, and what type of recreational activities they plan to pursue. The exercise will show the student the difference between gross and net wages. The student will be prompted to make decisions about vehicle financing and insurance. At the end of the exercise the student will see if their chosen occupation will support their chosen lifestyle.

Plan a Perfect Life is a Microsoft Excel workbook. It can be used on any computer with Microsoft Office 97 or higher.   The size of the file is 726 KB and can be stored on a floppy disk. The file uses Macros for the scoring function.

 >>>>**Prior to using, it may be necessary to change Microsoft EXCEL security settings. To change settings open
EXCEL. From the TOOLS menu at the top of the window, select MACRO, select
SECURITY and change the security level to Medium.**

INSTRUCTIONS:

- The fields highlighted in yellow require input.
- Use the TAB key or point and click to advance to each field.
- After making the final entry on each page press the ENTER button.
- Click on the GREEN arrows at the top or bottom of each screen to advance to the next page.
- Field highlighted in TAN require no input and calculate automatically.

Introduction:
Enter Name
Press ENTER
Click on GREEN arrow

Career Choice
- Type in a Career Choice
- Click on the 4 website in the upper right corner of the screen to research careers or salaries, or take a career inventory
- Enter either a salary in A or hourly wage in B. **ONLY ONE ENTRY PLEASE**

Taxes
Are automatically calculated based on previous page recorded wages

Apartment

Use the website to research the price of rental properties in your area. Record expected monthly salaries

Entertainment

Choose hobbies and record expected monthly expenses.

Car

Research cars and insurance and record expected expenses

Health and Miscellaneous

Record expected medications and medical expenses

Higher Education

Planning on attending school/training after high school? Using the information provided estimate the cost of school and educational expenses after high school.

Budget

View the results of your budget based on your life selections

Congratulations

Your bottom line budget OR the opportunity to begin again. Click in the upper right hand corner to clear entries and start again.

Hyperlinks to Web Pages can be changed by following these Microsoft directions:

To create a hyperlink to a specific location on a Web page, make sure the Web page has a bookmark at that location.

1. In Microsoft Excel, right-click the text or graphic you want to represent the hyperlink, and then click **Hyperlink** on the shortcut menu.
2. Under **Link to** on the left side of the dialog box, click **Existing file or Web page**.
3. Do one of the following:
   o To select a Web page from the current folder, click **Current Folder** and then click the Web page you want to link to.
   o To select the Web page from a list of browsed pages, click **Browsed Pages** and then click the Web page you want to link to.
   o To select a Web page from a list of files you have recently used, click **Recent Files** and then click the Web page you want to link to.
   o If you know the name and location of the Web page you want to link to, you can type that information in the **Address** box.
   o To select the Web page by opening your browser and searching for the page, click **Browse the Web** , open the Web page you want to link to, and then switch back to Excel without closing your browser.
4. Click **Bookmark**, and then double-click the bookmark you want.
5. To assign a tip to be displayed when you rest the pointer on the hyperlink, click **ScreenTip**, type the text you want in the **ScreenTip text** box, and then click **OK**.

Tennessee Division of Rehabilitation Services
Call (423) 434-6940 for more information