



Back to School Guide

Getting Back into the Mindset, Budgeting, Scheduling, Good Study Habits and More Tools for Successfully Preparing for the School Year Ahead



WPS Office Software
530 Lytton Ave. 2nd Floor
Palo Alto, CA 94301
(650) 617-3213
www.wps.com

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Back-to-School Basics: Tracking Tools Can Help You Prepare for the Academic Year

Back-to-school planning is an important first step to starting off the new academic year on the right foot. In preparation, we've researched to provide helpful tips for students, parents, and educators to help with everything from gathering the supplies you need, to doing assignments, to understanding the importance of developing strong study habits.

Let's begin with some back-to-school basics that will prepare you to head back to class.

Arming Yourself with Supplies

A successful school experience begins by being well-stocked in advance with all the materials you need, both in class and outside of it. Use this handy list to help you remember the major must-have items that any student needs:

- Backpack to comfortably carry supplies
- Notebooks and pens for class note-taking
- Calculator
- Student planner/datebook to keep track of class assignments and extracurricular activities
- Highlighter pens
- Ruler
- Mini-stapler
- Binders/folders to carry assignments
- Books or style guides assigned for specific courses

College students may have some additional, more technical requirements. Some colleges require students to work on laptops. You might also need a printer to provide hard copies of your written assignments. If you're not using cloud storage, you might also want a backup drive, such as a flash drive, to store your electronic files.

Many college students find it's also handy to have a smartphone. Whether you have a laptop/desktop computer and/or an iOS or Android mobile phone, you can use WPS Office applications that are particularly useful for students, including [Writer](#), [Presentation](#), and [Spreadsheets](#).

Online vs. In-store Shopping

Once upon a time, back-to-school shopping meant heading to the school supplies section of your local drugstore to buy notebooks and pens. While in-store shopping is still an option, today's students (and parents) have online choices that can make buying school supplies easier, faster, and more convenient.

For example, if you usually shop in person at a big-box shop like Target or Kmart for school supplies, you can save time by visiting the websites of those stores and find virtually the same merchandise there (sometimes you'll even have additional options). You can also do your online back-to-school shopping via the websites of office supply stores like OfficeMax or Office Depot. Another reason why budget-conscious students might consider online shopping is that they can often save money. Some online merchants offer free shipping right to your doorstep, or provide discounts for buying supplies in bulk.

Using Spreadsheets to Track Supplies

Similar to how spreadsheets can help students track their [budgeting](#) and spending, a spreadsheet program can be an invaluable tool when planning your back-to-school shopping. Rather than relying on a manual method to keep track of your needs and purchases, [Spreadsheets](#) (compatible with Microsoft Excel) can make the process easier to manage and much more organized.

Students will appreciate the fact that the Spreadsheets application offers several template options to choose from—once you launch Spreadsheets, these options will be displayed. You can also choose from among many different types of charts that you can customize depending on how you like to view your school-supply information. For example, you might choose to track your supply needs in a line chart, and your supply purchases or expenses in a pie chart.

The Spreadsheets application offers other advantages, too. You can set up [multiple sheets](#) to record your supply needs and purchases, which might be useful if you want to separate your supply list into different categories (books, electronics, basic materials) or if you want to keep a record of your supply purchases year after year.

Using Spreadsheets, you won't have to worry about formatting and organization, since so much of that is built right into the program. It comes with advanced formatting tools, predefined table formatting, and for the artistically inclined, more than 230 font choices. What's more, data entry is a breeze with 50 predefined keyboard shortcuts. And if you're ready to ditch the paper planner from your supply list and go electronic, Spreadsheets can be just as useful for tracking your assignments.

Getting Back in the School Mindset

There's nothing like a backpack filled with fresh [back-to-school supplies](#) to start getting you in the school spirit. If you've gotten a head start on gathering and tracking your supplies, you might be feeling inspired to hit the books! With that in mind, here are a few tips on how to ease your transition back to your studies.

Flex Your Reading Muscles

As vacations end and days begin to grow shorter, you can get a jumpstart on what's to come in the fall by easing yourself back into reading.

Visit your local bookstore, library, or an online bookseller like Amazon.com and you'll find limitless choices for reading pleasure. Pick a light and fun fiction page-turner that will hold your interest and won't feel like work. Reading an enjoyable book is a great first step in getting back in the school mindset.

Choose Your Tech Tools

While your basic supplies are important, today's student needs tech tools as well. The best of all worlds for the budget-conscious student is to use a mobile office suite like [WPS Office](#). Students can get a lot out of this productivity suite whether working on a desktop computer, laptop, or mobile device (iOS or Android).

The basic software package is free—perfect for budget-conscious students. It's also fully compatible with Microsoft Word, PowerPoint, and Excel to ensure that you'll have everything you need to help you complete your work in any class. You can get ready for the first day of school by downloading WPS Office 2016 Free Edition for your [PC](#), or check out the mobile options for [iPhone/iPad](#) or [Android](#).

Practice Note-Taking

Once you've downloaded WPS Office, you can try out using its key Applications [Writer](#), [Spreadsheets](#), and [Presentation](#) so that you know exactly how to use them once school starts. Let's start with Writer, which is a text-editing app that's compatible with MS Word. Writer is an excellent tool to help you craft essays or compose other written assignments. You can also use Writer to take notes on your laptop or tablet instead of using paper and pen.

Keeping a diary can be a very useful tool to get back in the practice of writing and note taking. Record highlights of your summer and upcoming to-dos for the fall. As you do so, practice using the wide array of formatting tools that comes with the app. Try different colors, font styles, and layouts. You can even insert images or add charts to your diary! You can also sample the program's spell-check feature and familiarize yourself with the more than 50 keyboard shortcuts that WPS Office provides.

Revisit Your Budget

[Spreadsheets](#) can simplify the college student's process of creating and maintaining a budget, and summer is a great time to take a final look at your finances.

Review your spreadsheet for your budgeting line items, both expenses and sources of income. See if you need to add or delete anything from your spreadsheets. You can also reread the [second part](#) of

our budgeting series to think more about finding your formulas, managing with macros, and making multiple sheets work for you.

Try Out Presentation

[Presentation](#) is another WPS Office app that's invaluable for students. Once classes start, you'll be able to use it to create high-quality presentations—the program is compatible with MS PowerPoint. But to get up to speed this summer, you might want to try out some of Presentation's features and sample the options it offers, so that you're familiar with what the app can do.

Like Writer and Spreadsheets, Presentation comes with a wide range of familiar formatting tools and lots of extras, from built-in style slides and ready-made templates to advanced animation and slide transitions. In fact, you can insert almost any type of multi-media file right into your presentation, whether you want video, audio, images, or Flash.

Templates, Style Trends, and More

Boning up on structural preparation is very useful for writing essays and preparing other written projects for school. Structural preparation involves understanding the required style format for your various classes, as well as familiarizing yourself with the latest formatting techniques in today's citations. While this may sound like drudgery, WPS Office offers tools to help turn this exercise from boring to soaring!

Template Formatting

While English instructors will almost certainly require you to use a particular style and formatting guide for your papers, other classes may also mandate the use of a style guide. Some common style guides include:

- **Modern Language Association (MLA).** Commonly used in English classes, particularly for sourcing and citations.
- **Associated Press (AP).** Journalism students often rely on this style guide.
- **Chicago Manual of Style.** A popular general book of style principles.
- **American Medical Association (AMA).** Contains style and citation guidance for scientific and medical texts.

If you're taking several classes that involve writing papers on different types of subject matter, chances are, you'll be asked by different teachers to use different style guides. This could be confusing if you have to reinvent the wheel each time you sit down to write a paper for a different class. For example, if your English class requires you to create citations using MLA style for your essays, but your science class requires AMA style for your science papers, you may quickly find your head spinning when trying to remember which style guide calls for which citation style.

Fortunately, you don't need to leave these tedious details to memory if you use template formatting via the Writer application of WPS Office. Since Writer is fully compatible with Microsoft Word, let's see what it might look like to develop two different [Writer](#) templates in MS Word that follow the required format for each class. Customize each template following these four steps:

- **Download Word templates.** You'll find these by visiting the official website of [WPS Office](#).
- **Open Writer.** You can edit a template by setting your preferred style and formatting for page margins, citations, etc. as described in each style guide (MLA, AMA, etc).
- **Save the design template as a .wpt file.** Then put it under the catalog of WPS Office template. You can create a new folder named "customized." For example: C:\Program Files\kingsoft\WPS Office\templates\1033\wps\customized.
- **Close Writer and re-launch it.** Open and use your custom template by opening WPS Office and then clicking Writer > New > New from Other Templates. In the pop-out options window, you'll see different tabs labeling various types of templates. Select the one you want to use and click "OK." Once you've opened the template, you can start working.

Trending Style Techniques

The best way to learn the styles and formats required in your classes is to review your assigned style manuals. In general, the types of style guidance you'll receive in style books includes:

- General format of research papers
- In-text citations
- Endnotes/footnotes

- Works cited or bibliography page

When it comes to citation styles, you may be responsible for knowing how to format sources for different types of publications—for example, a blog, book, eBook, journal article, movie, website, etc. Depending on which type of source that you need to format, you'll need to know the right style to use for formatting the author's name, article title, publisher, publication date, etc.

With this in mind, let's look at a few of the major formatting techniques and trending style techniques that you can use in WPS Office to effortlessly make style changes:

- **Character formatting.** Under the Character menu, you can change the formats of characters such as the:
 - Type/size/color
 - Highlight display
 - Bold/italic/underline
 - Superscript/subscript
 - Strikethrough
 - Capital letter
- **Paragraph.** Under the Paragraph menu, you can set paragraph formats including:
 - Alignment
 - Retract
 - Spacing
 - Symbol number
- **Style.** Under Edit, select Style to see a number of heading options and formats.

As you can see, taking some time to learn the ins and outs of office software can save you plenty of time and effort when it comes to writing papers this fall.

Good Study Habits and Why They Help Students

Along with the [basics](#) of gathering supplies and learning the essentials about how to start using [WPS Office](#) tools to do [assignments](#), developing solid study habits is another key strategy that all students need in their back-to-school arsenal. When students fail to live up to their potential in their classes, poor study habits are often to blame—not the intelligence level of the student.

While the approach that you take to your study habits may seem peripheral to the quality of your classwork, it's not. The way that you study can make all the difference in your ability to comprehend the material and complete your assignments effectively. When you take the time to develop smart study skills, that solid foundation can provide a consistency in your approach to learning any type of material, regardless of the class or subject matter.

A large component of good study habits involves improving your organization and time management skills. Let's begin by focusing on a few things you can do in the organization arena to become a better all-around studier:

Note Taking

We covered some of the basics of note taking in an earlier section on [“Getting Back in the School Mindset.”](#) There, you learned how to use the [Writer](#) application of WPS Office as a text-editing tool when taking class notes or completing other written assignments.

But did you ever stop to think about why note taking is so important? Why not just sit in class and absorb what you can during the teacher's lecture? The reason is that consistent note taking is part of a student's effective listening strategy. No matter how strong your memorization skills are, it's nearly impossible to remember every significant point that your instructor shares during class.

Note taking allows you to capture the highlights of class discussion without relying solely on memory. When you jot down (or type out) the highlights, you give yourself the ability to revisit the lecture after class and think about each point in more detail. This opportunity can be invaluable when completing specific assignments, since if you learn how to become a good note taker, your notes will contain a wealth of information that can inform your schoolwork and make your papers and other assignments stand out from your classmates' work.

Shorthand Notes

If your instructor speaks quickly, it can be difficult to capture the entire discussion taking longhand notes. While recording the session with a digital recorder may be an option, not all instructors allow this—and anyway, you would just need to listen to the whole tape again in order to take notes on the highlights, which is not very effective.

Instead, some students learn to take notes in “shorthand.” Shorthand is simply an alternative system that uses symbols to represent words rather than letters. By using shorthand symbols, you can take handwritten notes much more quickly than writing out each word in full, which allows you to capture more of the lecture. Most alternative systems of shorthand base their symbols on the way words sound rather than on their spelling.

There are many different types of shorthand systems you can learn. One of the most common is called Pitman Shorthand. It involves using a complete phonetic alphabet based on curves, lines, and angles. A few other types of shorthand are called Gregg Shorthand and Teeline Shorthand. You can

take a class in shorthand, buy a book to learn a specific shorthand system, or even visit certain websites like [this one](#) to learn more about the basics.

Recopying After Class

In addition to developing solid note taking and shorthand strategies, you can also work on developing another good study habit: recopying your notes after class. When you rewrite (or retype) your notes, it gives you another chance to review the material, which will help you remember it.

You can also use recopying time as a chance to highlight important points with a highlighter (or highlight feature on your laptop), and write out the main points from shorthand into regular sentence form in preparation to integrate the lecture material in your assignments.

WPS Shortcuts That Can Help

Some instructors allow you to take notes on your laptop during class rather than needing to take them by hand in a notebook. If you have this option, it's smart to take advantage of it—partly because you can then use keyboard shortcuts to save time and effort in note taking.

WPS Office offers an extensive list of PC Keyboard Shortcuts that you can [find here](#). As you'll see when you peruse this list of more than 50 predefined shortcuts, you can use shortcuts to do everything from apply or remove italics/underlining/bold to repeating or undoing the last command that you made. The shortcuts work for Writer as well as for Spreadsheets and Presentation.

The Importance of Scheduling for Students

The organizational skills related to class note taking are just one facet of good study habits. A related study skill is time management: learning how to develop a schedule that allocates a set amount of time to studying and homework. Since this is a skill that many students struggle with, this section is directed to teachers and educators. Suggest the following tips to your students to help them improve their time management savvy through smart scheduling practices.

Spreadsheet Scheduling

Most students are juggling homework assignments and studying requirements for multiple classes each day. It can be difficult for even the most conscientious student to map out these various demands and figure out how much time to allocate to each class and project. This is where using a spreadsheet program—like [WPS Office Spreadsheets](#)—can come in handy. Since WPS Office and its Spreadsheets app are available free of charge, you can recommend this time management aid to any student, including those who are budget-conscious. One of the great things about the program is that it's 100 percent compatible with Microsoft Excel, so most students will have at least some familiarity with how to use Spreadsheets.

Using Excel and Spreadsheets greatly simplifies the job of planning out a study and homework schedule, since these programs contain templates that are predesigned for entering schedule-related information. For example, students can choose a template (or create a customized one) that allows them to enter the names of their classes in the first column of cells, the time that the class starts and ends in the next two columns of cells, and the number of hours spent per class in the next column. Students can continue on down the row entering planned hours for homework and studying in each class and create formulas that tally the hours per day to ensure that they don't spend too much time on any one assignment, leaving too little time for others.

Scheduling Tips for Students

To help ensure that students can make the most out of their scheduling software, they should keep in mind the following best practices when planning their time for their studies outside of the classroom:

- **Plan ahead.** The further in advance that students can map out their week of studying, the better position they will be in to carve out the needed time and clear the deck on other activities. Recommend to your students that they spend 15 minutes a day—after their last class ends—planning out their study hours for the evening and week ahead. Scheduling really comes down to estimating the time that they think each task will take to complete, and then ensuring that the total time scheduled for studying and homework doesn't exceed their available free-time hours. Explain that their schedule may require slight modifications daily as new assignments get added to their plate.
- **Work against deadlines.** While students always need to plan a certain amount of time each week for general studying in each subject, they must balance that time against projects with deadlines. Encourage students to schedule time to work on their deadline-driven projects first. They should always allow themselves enough time to meet their deadlines without needing to pull an all-nighter right before the project is due.
- **Build in a cushion.** Students should keep in mind that the schedule they create in Spreadsheets represents their ideal vision of time management for a particular week. In reality, life often throws curve balls that will require flexibility to manage when schedules change—for example, if the student is ill or needs to deal with a family matter. With this in

mind, suggest that students build some extra time into their schedules for “catch up” with homework assignments and studying. That way, if they miss their allotted study hours for a particular class, they will still have some time on their schedule to make up the difference.

- **Use reward systems.** Some students who dislike the structure of creating a schedule will respond well to a reward or enticement system for showing self-discipline in this area. If you have students in your class who resist developing a systematic framework for planning their time and are falling behind on assignments as a result, suggest that they offer themselves a reward for learning to manage their study/homework time better. Their prize can be anything that’s meaningful to them: ordering a pizza for dinner with friends, going on a fun weekend outing, or treating themselves to a small purchase of an item they’ve been wanting.

When students learn to improve their scheduling habits, they’ll be better able to work toward their goals and achieve academic success.

Additional Resources for Students

We wanted to share some additional software and online resources that you can guide your students toward at any time during the school year in relation to particular classes, as well as to supplement their classroom education:

Grammar and Language

English teachers can recommend that their students use the free [Writer](#) application from WPS Office as a tool to help them create essays and written assignments. If students are allowed to use laptops in your class, they can use Writer for [easy note taking](#), which can help them capture the highlights from your lectures. Students can also use Writer to craft their research papers.

The Writer app comes equipped with a spellchecker, which can help improve the quality of students' work and ensure that their notes and essays remain error-free. Additionally, students can switch the spellcheck dictionaries used for different languages by choosing the "Set Language" option in the "Check Spelling" drop-down list. A dialogue box will open that shows "Available Languages," and the student can click on the desired language.

Math and Economics

Mathematics and economics instructors can guide their students toward [Spreadsheets](#) to assist them with a wide range of problem solving. The app offers hundreds of commonly used formulas and functions organized by category, which can help students analyze various types of complex data sets.

Spreadsheets also comes with advanced pivot tables, which allow students to easily analyze and summarize large amounts of data. The application additionally supports advanced modeling/what-if analysis functions including Goal Seek and Solver. When students use these tools, it helps them with forecasting and finding solutions for data-driven problems. Mathematics and economics students will also appreciate the ability to use customizable charts (like line, column, pie, bar, scatter, and more) and built-in table styles to organize and present their data in an organized fashion.

Arts and Sciences

While students in any class can benefit from the ability to create an impressive presentation, students in the visual arts and sciences may find this ability particularly useful. The [Presentation](#) app from WPS Office can help creative students showcase their ideas directly through the app or using PowerPoint files.

Students can enhance their own creativity using the app's formatting tools, WordArt text effects, extensive font library, and advanced animation capabilities. The program supports slide transitions, video, audio, and flash.

Online Tutors

While parents and educators play a vital role in a student's education along with software tools like WPS Office, sometimes students need a little extra guidance, or want the opportunity to further their education outside the classroom. In such cases, online tutoring may offer solid solutions.

One of the top benefits of online tutoring for students is that it allows students the flexibility to learn at a time and location that works for them. There's no need to spend time commuting to a tutor, and online tutoring also allows for personalized approaches to learning depending on a student's learning style (for example, via shared files, Skype, Instant Messenger, or graphing tools). What's more, online tutoring is generally more cost-effective than in-person tutoring.

Before suggesting online tutoring to a student, be sure to discuss the possibility with the student's parents first. You may be able to help parents identify sources of free or discounted online tutors when finances are a concern. Some popular online tutoring sites include:

- [Tutor](#) – offers one-on-one, personalized tutoring sessions on a variety of subjects.
- [Skooli](#) – offers help from professionally screened, certified teachers and subject experts—60-minute free trial available.
- [Chegg Tutors](#) – offers tutors recruited from top universities for high school and college subjects—96 percent of reviewed lessons received a positive review from students.
- [Varsity Tutors](#) – award-winning academic tutoring and test prep platform.

A combination of software tools and online tutoring can prove a winning combination to help students improve their skills in any subject.

Helping Students Start Thinking Ahead to College

It's never too early to think ahead about the big picture for college-bound students. As an educator, you can play a crucial role in helping your students create an action plan to get them started early on preparing for college.

Below are some tips to suggest to students, as well as resources you can use to help them explore their options for attending college, deciding about their major, thinking about potential career goals, and more. These should be particularly useful for high school students, though middle school students can also be encouraged to start developing some of these skills and habits to make it easier to adjust to high school and college down the road:

Prioritize goal setting. No matter what grade your students are, it's never too soon to help them understand the importance of setting educational goals. Explain to students the basics of goal setting for the current school year, as well as subsequent years leading up to applying for college. Explain how taking small steps toward specific larger goals can help them stay focused and motivated, and may improve their chances of reaching their goals.

Announce extracurricular activities. Participating in clubs, sports, and other activities outside of the basic academic curriculum can help young people identify a wider range of interests. Extracurricular activities can also increase their engagement at school, which can lead to more options in college. Be sure that your school shares details about the available extracurricular offerings, and encourage students to try some out to see which ones they might enjoy.

Present financial aid and scholarship options. While it may be too soon for younger students to apply for financial aid, it's smart for high school students to start understanding what college financial aid is, and how different types of financial aid and scholarships might help them afford the costs of higher education. This [financial aid resource](#) from The College Board can help you explain to students what they need to know about funds to help pay for college. You can also guide them through using The College Board's online [Scholarship Search](#). If you counsel 12th graders, help them identify and apply for specific financial aid and scholarship opportunities.

Share what colleges look for. College admissions officers expect to see specific types of challenging courses in college applications. While some students may want to take classes that they feel are "easier," educate them on the level of high school classes that colleges look for, including advanced placement courses, and encourage them to challenge themselves. Here is a [list](#) of basic and advanced high school courses that admissions officers want students to take.

Arrange a meeting with the school counselor. Each year of high school, college-bound students should schedule at least one meeting with the school counselor to discuss college, explore career options, and select appropriate high school classes to help them meet their

educational and career goals. Ensure that your students know about this on-campus resource, and help them schedule their first appointment.

Help create a college wish list. Work with high school sophomores on creating a “college wish list” by researching preferences they may have about different institutions. For example, compare size, location, available majors, and so forth to show students the range of options and variables that they might want to consider. This is a great opportunity to use a spreadsheet program, like [WPS Office Spreadsheets](#), to help give students a visual representation of the comparison. The app includes a wide range of customizable charts and built-in table formatting to simplify the exercise.

Prep for preliminary exams. By 10th grade, students should be starting to gear up to take preliminary exams like the PSAT/NMSQT or PLAN that can help them prepare for college admission tests. High school juniors can take the SAT in the spring of 11th grade to get a jumpstart on their college planning. Eleventh graders can also take AP Exams, so talk to advanced placement students early about taking these tests in May. You can encourage students to use WPS Office Spreadsheets on their mobile phone or desktop to keep track of their various exams, scores, and deadlines.

Announce college fair events. Juniors and seniors should take advantage of exploring resources at college fairs and financial aid events at nearby campuses. As an educator, be prepared to guide interested students toward these events in your local area so that they can meet with college representatives and learn more about schools in which they might be interested. To help students keep track of upcoming meetings, post a chart from Spreadsheets on your office door that details the various college fairs and financial aid events, along with participating colleges and locations.

Clearly, there’s plenty you can do as an educator each step of the way to give students a head start toward college admissions and success. Take the initiative to lend a helping hand to students who can benefit from your expertise—and use office productivity tools to help make your students’ journey toward college a little easier.

Summer Assignments to Prepare for the Next Year Ahead

Students, before you know it, the school year will come to an end and it will be time to kick back and relax! Remember to take some time before summer whizzes by to exercise your brain and you'll find it easier to prepare for the new academic year ahead.

Summer Vacation Essay

It wouldn't be "back to school" if the new academic year didn't kick off with this classic assignment: the "How I Spent My Summer Vacation" essay! You can get a jumpstart on this one by continuing to practice using the [Writer](#) application in WPS Office. The more you can learn about how to open, edit, and save your documents using the tool, the better prepared you'll be when your instructor assigns you the summer vacation essay or any other topic.

One thing to keep in mind as you prepare to create a file for your essay is that Writer supports practically every type of document you can think of, including .DOC, .DOCX, .TXT, .HTM, .DOT, AND .DOTX. It's also completely compatible with Microsoft Word. What all of this alphabet soup means is that you are free to open and edit documents and save them directly from WPS Office. You can also safely share them with others who use these various file types, knowing the recipients will be able to open and read them without problems.

Once you've familiarized yourself with file creation on Writer, take a spin through the app's extensive range of tools that you can use to easily edit and format your essay. Since this is just a practice file, you can experiment with any of the formatting tools you'd like. Try out different fonts and colors, as well as the various options for column and paragraph styling. For extra credit, you can even jazz up your essay by inserting photos from your summer or creating a pie chart that shows how you spent your time!

Summer Job Calculations

In addition to your summer vacation, no summer would be complete without the requisite summer job! In addition to the valuable work experience gained, one of the best parts about working when it's hot outside is the income that it affords you for your [school supplies](#) and other necessities, as well as for some extra pocket money.

But before you can spend that money responsibly, you need to know how much you made over the summer. [Spreadsheets](#) from WPS Office isn't just a [budgeting tool](#). You can also use the application to quickly and easily calculate how much you earned from your summer job.

Simply open a new spreadsheet and enter an adding formula as explained in [Keys to Your College Budget](#). Once you've entered this mathematical formula into your spreadsheet, you'll be able to indicate the data set to which it should apply—in this case, that will be each paycheck of your summer earnings. With this information entered, the application will automatically calculate the total amount of money you made.