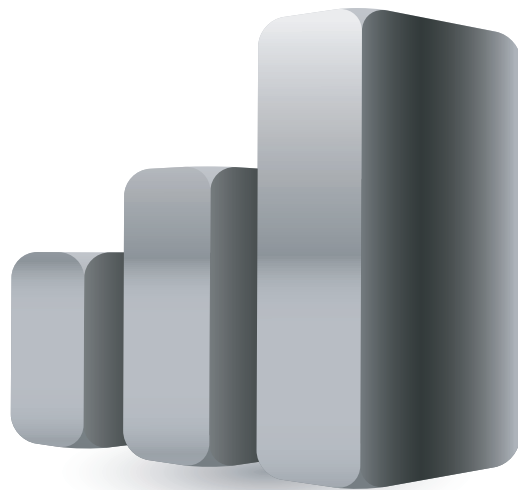# Excel It!

Teen-based Activities for Microsoft Excel

Student Workbook

2nd Edition

B.E. Publishing

www.bepublishing.com

Excel It!

Teen-based Activities for Microsoft Excel

Student Workbook

2nd Edition

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Activity Layout

New Skills

Lists the new skill or skills being reinforced.

New Skill Indicator

Identifies an instruction that includes a new skill reinforced in an activity.

Activity Overview

Provides a description of each activity, highlighting the spreadsheet(s) to be produced.

Instructions

Provides the step-by-step instructions for completing each activity.

Input Data Spreadsheets

Provides the reader with a hard copy of the spreadsheet that coincides with each activity.

Input Frames

Provides the data to be typed and formatted into the finished spreadsheet.

Format Sample

Illustrates the spreadsheet and data with proper formatting.

Sample Activity Page (Activity 7 – The GAP®)

Excel It! ACTIVITY 7 — The GAP®

New Skills
1. Format cells as numbers.
2. Increase a cell's decimal places.

Activity Overview

The Gap® is a worldwide retail clothing store that offers premium clothing and accessories. They provide consumers with a wide assortment of fresh, casual, and American style clothing. The Gap® has everything people need to express a personal style. From jeans and T's, to khakis and oxfords, the Gap® has fashion at great prices for adults, teens, kids, and babies.

The following activity illustrates how spreadsheets can be used by a retail clothing store to list the cost of merchandise (unit cost) and its selling price.

Instructions
1. Create a NEW spreadsheet.
★ Unless otherwise stated, the font should be 10 point Arial.
2. Type the data as shown.
3. Bold cell A2 and change the font size to 14 point.
4. Bold cells A3, A9, and A20.
5. Bold rows 6 and 7.
6. Format the width of column A to 14.0 and left align.
7. Format the width of column B to 14.0 and center align.
8. Format the width of columns C and D to 20.0 and left align.
9. Format the width of columns E and F to 9.0 and center align.
10. Select column B and format it as numbers displaying 0 decimal places. [NEW SKILL]
11. Select columns E and F and format them as numbers displaying 2 decimal places. [NEW SKILL]
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as THE GAP.
14. Analyze the changes made to the data in the spreadsheet.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.

Input Data — The GAP® (Activity 7)

INPUT DATA

	A	B	C	D	E	F
1	Activity 7 Student Name					
2	THE GAP					
3	Markup Schedule December 2010					
4						
5						
6		ITEM			UNIT	SELLING
7		NUMBER	ITEM	STYLE	COST	PRICE
8						
9	Men's wear	715503	Denim Jacket	Well-worn	30	79.5
10		772336	Classic Khaki	Straight Fit	22	49.5
11		737510	Boot Fit Jeans	Vintage Wash	32	64.5
12		768710	Waffle Knit T	Camo	10	24.5
13		768699	City Cycle Graphic T		11	24.5
14		750454	Cardigan	Hooded	16	49.99
15		750202	Rugby Polo	Striped	15	32.99
16		539875	Cargo Shorts	Camo	8	17.99
17		783492	Leather Belt	Distressed Buckle	13	39.5
18						
19						
20	Women's wear	770646	Leather Jacket	Funnel Neck	89	298
21		768458	Denim Jacket	Elbow Pad	28	69.5
22		770836	Puffer Vest		30	69.5
23		768454	Legging Jeans	True Black Wash	32	69.5
24		770608	Mini Skirt	Plaid	21	44.5
25		749450	Sweater Hoodie		22	44.99
26		772219	Shoulder Link Tank		14	29.5
27		790947	Zipper T		17	34.5
28		771999	Double Layer T		12	24.5
29		776518	Leather Tassel Tote		49	98
30		776546	Skinny Belt	Pyramid Studded	13	29.5

Source: http://www.gap.com

Sample Activity Page (Activity 39 – Music Genres)

Excel It! ACTIVITY 39 — Music Genres

TABLE 39-1 Instructions: Type the data exactly as shown below using a program that allows you to save the file as a "text only" file (.TXT file extension). Save the file as MUSIC GENRES.txt.

Music Genres

Artist, Album, Genre
Weezer, Death to False Metal, Pop/Rock
Brian Eno, Small Craft on a Milk Sea, Electronic
N.E.R.D., Nothing, Pop/Rock
Huey Lewis, Soulsville, Pop/Rock
Neil Diamond, Dreams, Pop/Rock
Good Charlotte, Cardiology, Pop/Rock
Taylor Swift, Speak Now, Pop/Rock
Bryan Ferry, Olympia, Pop/Rock
Brad Paisley, Hits Alive, Country
Sunshine Anderson, The Sun Shines Again, R&B
Charlotte Church, Back to Scratch, Pop/Rock
Matt & Kim, Sidewalks, Pop/Rock
Kings of Leon, Come Around Sundown, Pop/Rock
Shakira, Sale el Sol, Latin
Buddy Guy, Living Proof, Soul

SKIP ONE LINE HERE USING THE <ENTER> KEY

SEPARATE EACH LINE USING THE <ENTER> KEY

TABLE 39-2

Music Genres

Artist	Album	Genre
Weezer	Death to False Metal	Pop/Rock
Brian Eno	Small Craft on a Milk Sea	Electronic
N.E.R.D.	Nothing	Pop/Rock
Huey Lewis	Soulsville	Pop/Rock
Neil Diamond	Dreams	Pop/Rock
Good Charlotte	Cardiology	Pop/Rock
Taylor Swift	Speak Now	Pop/Rock
Bryan Ferry	Olympia	Pop/Rock
Brad Paisley	Hits Alive	Country
Sunshine Anderson	The Sun Shines Again	R&B
Charlotte Church	Back to Scratch	Pop/Rock
Matt & Kim	Sidewalks	Pop/Rock
Kings of Leon	Come Around Sundown	Pop/Rock
Shakira	Sale el Sol	Latin
Buddy Guy	Living Proof	Soul

Source: http://www.allmusic.com

3 Text Messaging

New Skills

1. Change font size.
2. Use bold, italics, and underline text-style enhancements.

Activity Overview

Text messaging, the sending of short text messages from a mobile phone to other mobile phone users, has evolved into the number one preferred channel of basic communication for teenagers. This is partially due to the user's ability to text people without being logged onto a computer. Texting is also less intrusive and less expensive than a phone call. The Pew Research Center's Internet & American Life Project Survey reports that 54% of teenagers between the ages of 12 to 17 use text messaging as their primary form of communication with friends, followed by 38% communicating by cell phone, 33% face-to-face, 30% using landline phones, 25% logging onto social network sites, 24% instant messaging, and only 11% using email. Fully 72% of both teens and adults use text messaging.

The following activity illustrates how spreadsheets can be used to compare the texting frequency of teens versus adults.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

NEW SKILL ▶ 3. Apply the following text enhancements:

    a. Bold cell A2 and change the font size to 14 point.

    b. Bold cells F8 and H8.

    c. Bold and underline cells A9, F9, and H9.

    d. Italicize cells A21 and A22.

4. Center align the data in cells F8 – F15 and H8 – H15.

5. Carefully proofread your work for accuracy.

6. Save the spreadsheet as TEXT MESSAGING.

7. Analyze the changes made to the data in the spreadsheet.

8. Set the Print Area to include all cells containing data in the spreadsheet.

9. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

10. Print a copy of the spreadsheet if required by your instructor.

Text Messaging

3
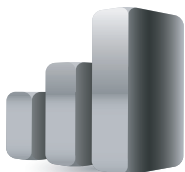
INPUT **DATA**

	A	B	C	D	E	F	G	H
1	Activity 3 Student Name							
2	Comparison of Text Messaging Teens vs. Adults							
3								
4								
5								
6								
7								
8						(%)		(%)
9	Number of texts on a typical day					Teens		Adults
10	None					2		9
11	1 to 10					22		51
12	11 to 20					11		13
13	21 to 50					18		13
14	51 to 100					18		7
15	More than 100					29		8
16								
17								
18								
19								
20	Notes:							
21	1. Teen data is from a June 26 - September 24, 2009 telephone survey.							
22	2. Adult data is from an April 29 - May 30, 2010 survey.							

Source: http://www.pewresearch.org/pubs/1716/

7 The GAP®

New Skills

1. Format cells as numbers.
2. Increase a cell's decimal places.

Activity Overview

The Gap® is a worldwide retail clothing store that offers premium clothing and accessories. They provide consumers with a wide assortment of fresh, casual, and American style clothing. The Gap® has everything people need to express a personal style. From jeans and T's, to khakis and oxfords, the Gap® has fashion at great prices for adults, teens, kids, and babies.

The following activity illustrates how spreadsheets can be used by a retail clothing store to list the cost of merchandise (unit cost) and its selling price.

Instructions

1. Create a NEW spreadsheet.

* Unless otherwise stated, the font should be 10 point Arial.

2. Type the data as shown.

3. Bold cell A2 and change the font size to 14 point.

4. Bold cells A3, A9, and A20.

5. Bold rows 6 and 7.

6. Format the width of column A to 14.0 and left align.

7. Format the width of column B to 14.0 and center align.

8. Format the width of columns C and D to 20.0 and left align.

9. Format the width of columns E and F to 9.0 and center align.

NEW SKILL ▶ 10. Select column B and format it as numbers displaying 0 decimal places.

NEW SKILL ▶ 11. Select columns E and F and format them as numbers displaying 2 decimal places.

12. Carefully proofread your work for accuracy.

13. Save the spreadsheet as THE GAP.

14. Analyze the changes made to the data in the spreadsheet.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the spreadsheet if required by your instructor.

Excel It!
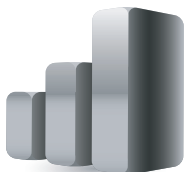
The GAP®

INPUT **DATA**

	A	B	C	D	E	F
1	Activity 7 Student Name					
2	THE GAP					
3	Markup Schedule December 2010					
4						
5						
6		ITEM			UNIT	SELLING
7		NUMBER	ITEM	STYLE	COST	PRICE
8						
9	Men's wear	715503	Denim Jacket	Well-worn	30	79.5
10		772336	Classic Khaki	Straight Fit	22	49.5
11		737510	Boot Fit Jeans	Vintage Wash	32	64.5
12		768710	Waffle Knit T	Camo	10	24.5
13		768699	City Cycle Graphic T		11	24.5
14		750454	Cardigan	Hooded	16	49.99
15		750202	Rugby Polo	Striped	15	32.99
16		539875	Cargo Shorts	Camo	8	17.99
17		783492	Leather Belt	Distressed Buckle	13	39.5
18						
19						
20	Women's wear	770646	Leather Jacket	Funnel Neck	89	298
21		768458	Denim Jacket	Elbow Pad	28	69.5
22		770836	Puffer Vest		30	59.5
23		768454	Legging Jeans	True Black Wash	32	69.5
24		770608	Mini Skirt	Plaid	21	44.5
25		749450	Sweater Hoodie		22	44.99
26		772219	Shoulder Link Tank		14	29.5
27		790947	Zipper T		17	34.5
28		771999	Double Layer T		12	24.5
29		776518	Leather Tassel Tote		49	98
30		776546	Skinny Belt	Pyramid Studded	13	29.5

Source: http://www.gap.com

⑨ Movie Release Dates

Activity Overview

Comingsoon.net provides movie release dates and reviews so consumers can track information on movies. Besides movie release dates, the site offers features, movie and television news, bulletin boards, trailers and clips, previews, DVD news, box office reports, and more. Information comes directly from the studios. Whenever a title goes from an estimated release date to an exact release date, it is the studio that provides the information. As with any industry, release dates often change.

Many factors determine a movie's video release date including box office performance, time of the year, genre, and target audience. Each studio has its own way of determining video release dates that vary from movie to movie.

The following activity illustrates how spreadsheets can be used to list movie titles, release dates, studios, and directors.

Instructions

1. Create a NEW spreadsheet.

✱ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Change the font size of cell A2 to 16 point.

4. Bold rows 5 and 6.

5. Select cells A8 – A9 and use the AutoFill feature to complete the series of numbers for cells A8 – A30.

6. Format the width of column A to 8.0.

7. Center align cells A6 – A30.

8. Format the width of column B to 40.0 and left align.

9. Format the width of column C to 12.0 and center align.

NEW SKILL ▶ **10.** Format column C as dates showing mm/dd/yyyy. **Example**: "12/25/2011."

11. Format the width of columns D and E to 25.0 and left align.

12. Carefully proofread your work for accuracy.

13. Save the spreadsheet as MOVIE RELEASE DATES.

14. Analyze the changes made to the data in the spreadsheet.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to Landscape.

17. Print a copy of the spreadsheet if required by your instructor.

Movie Release Dates

9
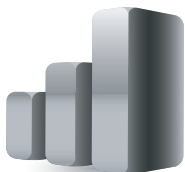
INPUT **DATA**

	A	B	C	D	E
1	Activity 9 Student Name				
2	MOVIE RELEASE DATES				
3	April and May 2011				
4					
5			RELEASE		
6	NUMBER	MOVIE TITLE	DATE	STUDIO	DIRECTOR
7					
8	1	Bad Teacher	4/1/2011	Columbia Pictures (Sony)	Jake Kasdan
9	2	Footloose	4/1/2011	Paramount Pictures	Craig Brewer
10		Hop	4/1/2011	Universal Pictures	Tim Hill
11		Hanna	4/8/2011	Focus Features	Joe Wright
12		Rio	4/8/2011	20th Century Fox	Carlos Saldanha
13		Your Highness	4/8/2011	Universal Pictures	David Gordon Green
14		Water for Elephants	4/15/2011	20th Century Fox	Francis Lawrence
15		Source Code	4/15/2011	Summit Entertainment	Duncan Jones
16		Scream 4	4/15/2011	Dimension Films	Wes Craven
17		Tyler Perry's Madea's Big Happy Family	4/22/2011	Lionsgate	Tyler Perry
18		Crazy, Stupid, Love	4/22/2011	Warner Bros. Pictures	John Requa, Glenn Ficarra
19		Born to Be a Star	4/22/2011	Columbia Pictures (Sony)	Tom Brady
20		African Cats	4/22/2011	Disneynature	Alastair Fothergill
21		What's Your Number	4/29/2011	20th Century Fox	Mark Mylod
22		The Thing	4/29/2011	Universal Pictures	Matthijs van Heijningen
23		Prom	4/29/2011	Walt Disney Pictures	Joe Nussbaum
24		Thor	5/6/2011	Paramount Pictures	Kenneth Branagh
25		Jumping the Broom	5/6/2011	TriStar Pictures (Sony)	Salim Akil
26		Priest	5/13/2011	Screen Gems (Sony)	Scott Stewart
27		Bridesmaid	5/13/2011	Universal Pictures	Paul Feig
28		Pirates of the Caribbean: On Stranger Tides	5/20/2011	Walt Disney Pictures	Rob Marshall
29		Kung Fu Panda: The Kaboom of Doom	5/26/2011	DreamWorks Animation	Jennifer Yuh Nelson
30		The Hangover 2	5/26/2011	Warner Bros. Pictures	Todd Phillips

Source: www.comingsoon.net

21 Presidents

New Skills

1. Insert a clipart image in a spreadsheet.

Activity Overview

Everyone loves finding out fun facts. What better way is there to impress your friends during a conversation than to share a cool piece of information with them, such as the birthdays of present and former Presidents of the United States?

The following activity illustrates how spreadsheets can be used to organize factual information about the last twenty Presidents of the United States. In this activity you will be inserting a clipart image to enhance the appearance of the spreadsheet.

Instructions

1. Create a NEW spreadsheet.

* *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A1 and change the font size to 16 point.

4. Format column B as dates showing DD-Month. **Example:** "8/4" should appear as "4-Aug."

5. Format the height of row 2 to 60.0.

NEW SKILL ▶ 6. Insert a clipart image depicting a birthday cake into the spreadsheet. Place the clipart image next to the title "U.S. Presidents Birthdays" in cell A1. Be sure the image does not cover any text. Resize the clipart image so it is in proportion with the spreadsheet data.

7. Format the width of column A to 43.0 and left align.

8. Bold and underline row 3.

9. Insert a header that shows:

    a. Left Section   Activity 21-Student Name

    b. Center Section   U.S. PRESIDENTS BIRTHDAYS

    c. Right Section   Current Date

10. Insert a footer that shows:

    a. Center Section   PAGE number

11. Carefully proofread your work for accuracy.

12. Save the spreadsheet as PRESIDENTS.

13. Analyze the changes made to the data in the spreadsheet.

Presents

21
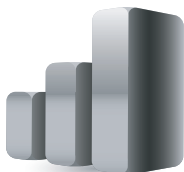
14. Set the Print Area to include all cells containing data in the spreadsheet.

15. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

16. Print a copy of the spreadsheet if required by your instructor.

INPUT **DATA**

	A	B
1	U.S. Presidents Birthdays	
2		
3	President	Birth Date
4	Barack H. Obama	8/4
5	George W. Bush	7/6
6	William J. Clinton	8/19
7	George H. W. Bush	6/12
8	Ronald W. Reagan	2/6
9	James E. Carter	10/1
10	Gerald R. Ford	7/14
11	Richard M. Nixon	1/9
12	Lyndon B. Johnson	8/27
13	John F. Kennedy	5/29
14	Dwight D. Eisenhower	10/14
15	Harry S. Truman	5/8
16	Franklin D. Roosevelt	1/30
17	Herbert C. Hoover	8/10
18	Calvin Coolidge	7/4
19	Warren G. Harding	11/2
20	Woodrow Wilson	12/28
21	William H. Taft	9/15
22	Theodore Roosevelt	10/27
23	William McKinley	1/29

Source: wikipedia.org

Excel It!