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First Edition

Sample Pages From The Book:

# Microsoft Excel It!

Teen-based Microsoft Excel Activities



Not for classroom use.



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**BUSINESS EDUCATION PUBLISHING™**

## **Microsoft Excel It!**

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## ACTIVITY 2: AMERICAN TOP 40 MUSIC

### New Skills Reinforced:

In this activity, you will practice how to:

1. align cell data to left, right, and center positions.
2. print preview to adjust setup so the spreadsheet fits on one page.

### Activity Overview:

AT40.com is a music Web site where people can see the latest top ten songs of the week in addition to obtaining information about various music artists. The top ten songs of the week are listed as well as the previous week's (last week) top ten ranking for the same songs. The top ten fan picks are also listed. American Top 40 also provides its Web site visitors with detailed entertainment news.

The following activity illustrates how spreadsheets can be used to organize fan picks as well as the top ten songs of the current and the previous week. In this activity, you will be practicing how to align data in columns to make the spreadsheet easier to read.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.

NEW SKILL

3. Center align the data in cells A6 – B18.

NEW SKILL

4. Right align the data in cells C7 – C18.

NEW SKILL

5. Left align the data in cells D8 – F18.

6. Carefully proofread your work for accuracy.

7. Save the spreadsheet as AMERICAN TOP 40 MUSIC.

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

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

NEW SKILL

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

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

# ACTIVITY 2: AMERICAN TOP 40 MUSIC DATA SPREADSHEET



	A	B	C	D	E	F	G	H	I
1	Activity 2 Student Name								
2	AT40.com MUSIC								
3									
4	TOP SONGS OF THE WEEK NOVEMBER 11, 2005								
5									
6	RANK	RANK							
7	THIS	LAST	FAN						
8	WEEK	WEEK	PICKS	ARTIST		SONG			
9	1	1	3	Kanye West		Gold Digger			
10	2	2	1	Kelly Clarkson		Because of You			
11	3	6	2	Nickelback		Photograph			
12	4	3	5	Mariah Carey		Shake it off			
13	5	5	4	Black Eyed Peas		My Humps			
14	6	7	6	Chris Brown		Run It			
15	7	8	7	Fall Out Boy		Sugar We're Goin' Down			
16	8	4	8	Green Day		Wake Me Up When September Ends			
17	9	9	10	Bow Wow		Like You			
18	10	10	9	Weezer		Beverly Hills			

Source: AT40.com

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## ACTIVITY 5: FBLA CLUB MEMBERS

### New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to text.
2. sort data in ascending order (A–Z).

### Activity Overview:

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a non-profit education association of students preparing for careers in business and business-related fields. The Association has four divisions:

1. FBLA for high school students
2. FBLA Middle Level for junior high, middle, and intermediate school students
3. PBL for postsecondary students
4. Professional Alumni Division for business people, educators, and parents who support the goals of the Association

The FBLA-PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. FBLA-PBL is headquartered in Reston, Virginia, and is organized on local, state, and national levels. Business teachers/advisors and advisory councils (including school officials, business people, and community representatives) guide local chapters. State advisors and committee members coordinate chapter activities for the national organization.

The following activity illustrates how spreadsheets can be used to list club members and then alphabetize them.

**Note:** The names in this activity are not actual students or instructors at Alamo Heights High School.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.

3. Bold cells A2 and A6.

4. Bold and underline cells B9 – E9.

#### NEW SKILL

5. Select all cells (*Shortcut:* <CTRL> + A) and format cells to text.

6. Format the width of column A to 6.0 and left align.

7. Format the width of columns B and C to 16.0 and left align.

8. Format the width of column D to 10.0 and center align.

9. Format the width of column E to 14.0 and left align.

#### NEW SKILL

10. To alphabetize students by their last names, select cells B10 – E29 and sort in ascending order (A–Z). Use the column labeled "LAST" to Sort by.

11. Carefully proofread your work for accuracy.

12. Save the spreadsheet as FBLA CLUB MEMBERS.

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

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.

# ACTIVITY 5: FBLA CLUB MEMBERS DATA SPREADSHEET



	A	B	C	D	E
1	Activity 5 Student Name				
2	ALAMO Heights High School				
3	6900 Broadway				
4	San Antonio, Texas 78209				
5					
6	Future Business Leaders of America (FBLA) Club Members 2006-07				
7	Advisor: Lea Meyers				
8					
9		LAST	FIRST	ID #	YEAR
10		Liang	Shun Yi	3771	Senior
11		Zhou	Xuyang	2278	Sophomore
12		Jefferson	Henry	3996	Sophomore
13		Soares	Candace	9745	Freshman
14		Wong	Miao Xian	4533	Sophomore
15		Forsyth	Amanda	4322	Junior
16		Nemenko	Ashley	6125	Senior
17		Huang	Sze Wai	7957	Senior
18		Chan	Zhu Na	1988	Senior
19		Moses	Shani	2289	Sophomore
20		Khazanovich	Karina	0155	Freshman
21		Hudson	Dana	5044	Freshman
22		Tinaz	Murat	7109	Freshman
23		Chung	Marvin	3229	Junior
24		Tan	Joanna	6894	Junior
25		Chu	Jason	3680	Freshman
26		Leung	Jenny	0960	Junior
27		Frederic	Rashida	1526	Senior
28		St. Fleur	Fadhilla	9509	Freshman
29		Chao	Hao Ting	9978	Sophomore

Source: <http://www.fbla-pbl.org/>

## ACTIVITY 10: S.A.T. SCORES

### New Skills Reinforced:

In this activity, you will practice how to:

1. add numbers in a spreadsheet using a formula.
2. use the AutoFill feature to complete formulas.
3. display formulas in a spreadsheet.

### Activity Overview:

The new S.A.T. Reasoning Test was administered for the first time on March 12, 2005. Changes to the test include the addition of third-year college preparatory math, more critical reading, and a new writing section. The College Board made these changes to better reflect what students study in high school. The College Board provides students with accessible, accurate information on the test, the latest research findings, and expert contacts. High school students need to know more about what these changes mean to them.

The following activity illustrates how spreadsheets can be used by school personnel to list students and their respective critical reading, math, and writing S.A.T. scores. These scores will then be added to determine the student's total score.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Bold cells A2 and A6.
4. Bold rows 8 and 9.
5. Underline row 8.
6. Format the width of columns A and B to 20.0 and left align.
7. Format the width of columns C – F to 12.0 and center align.

**NEW SKILL**

8. In cell F10, type the formula `=C10+D10+E10`

**NEW SKILL**

9. There is no need to type the formulas for the remaining cells in column F. Instead, use the AutoFill feature to quickly calculate the totals for the remaining cells. To do this, select cell F10, click the bottom right-hand corner of cell F10 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell F43 and release the mouse button. Cells F10 – F43 should now contain the correct formulas.

**NEW SKILL**

10. Alphabetize the students by their last names. To do this, select cells A10 – F43 and sort in ascending order (A–Z). Use the "LAST" column to Sort by.

11. Display formulas in your spreadsheet by using `<CTRL> + `` to check for accuracy.
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as SAT SCORES.
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.

**Note:** Average, Maximum, and Minimum will be completed in Activity 11.



# ACTIVITY 10: S.A.T. SCORES DATA SPREADSHEET



	A	B	C	D	E	F
1	Activity 10 Student Name					
2	John C. Fremont High School					
3	7676 S. San Pedro					
4	Los Angeles, CA 90003					
5						
6	Junior Achievement Scholarship Applicants					
7	Guidance Counselor: Mr. William Seitel					
8			CRITICAL			
9	LAST	FIRST	READING	MATH	WRITING	TOTAL
10	Hom	Lisa	531	578	625	
11	Talignani	Daniel	584	597	632	
12	Bloom	Keith	660	713	702	
13	Doyle	Solomon	565	434	520	
14	Palermo	Andre	483	458	435	
15	Revinkas	Myrna	573	590	573	
16	DiBugnara	Barry	684	621	648	
17	Jimenez	Carlos	698	617	647	
18	Huang	Min Hua	737	771	703	
19	Silva	Pamela	421	505	625	
20	DeAngelis	Eileen	492	531	647	
21	Algoo	John	517	418	563	
22	Jung	Jaymie	681	632	678	
23	Danticat	Burt	712	750	709	
24	Stoppini	Alan	615	576	587	
25	Akaydin	Albert	625	587	471	
26	Merced	Carlos	563	497	487	
27	Zak	Andrew	481	468	432	
28	Savage	Vincent	482	456	472	
29	Kong	Stephanie	685	632	576	
30	Torres	Eddie	686	650	565	
31	Siegfried	Larry	705	712	719	
32	Nemenko	Eric	571	532	545	
33	Personette	Lane	565	485	490	
34	Wong	Jo Jo	717	768	710	
35	Tyshchenko	Russell	618	650	589	
36	Levy	Jarrett	445	598	487	
37	Williams	Romeo	545	571	462	
38	Broth	Marvin	570	526	503	
39	Jean-Pierre	Terry	428	453	412	
40	Orsini	Madelyn	710	621	688	
41	Kvitelman	Morris	481	432	451	
42	Thomas	Raymond	517	475	486	
43	Jones	Michael	557	597	543	
44						
45			CRITICAL			
46			READING	MATH	WRITING	TOTAL
47	AVERAGE					
48	MAXIMUM					
49	MINIMUM					

# ACTIVITY 12: GAP® PAYROLL REGISTER DATA SPREADSHEET



A	B	C	D	E	F	G	H	I	J	K	L
1	Activity 12 Student Name										
2	GAP										
3	MICHIGAN AVE-CHICAGO										
4	555 N MICHIGAN AVE										
5	CHICAGO, IL 60611										
6											
7	HOURLY WORKERS' PAYROLL REGISTER										
8	Pay date Friday, September 8, 2006										
9											
10	EMPL OYEE	LAST	FIRST	HOURS	HOURLY	GROSS	FEDERAL	SOCIAL	MEDICARE	STATE	NET
11	NUMBER	NAME	NAME	WORKED	RATE	PAY	TAX	SEC. TAX	TAX	TAX	PAY
12											
13	173618	Bernadin	Ivana	35	13.25						
14	357168	Caruso	Valarie	37	12.25						
15	715371	Collington	Carmen	40	11.50						
16	975587	Estarada	Yana	33	10.50						
17	952779	Grant	Gaston	28	10.25						
18	990736	Jiang	Shun Yi	32	11.75						
19	469051	Karaday	Steffen	36	13.00						
20	633771	Leja	Cynthia	34	11.75						
21	107686	Liao	Xuyang	33	11.50						
22	826556	Lin	Miao Yun	24	10.75						
23	973830	Lucero	Jason	40	12.75						
24	101002	Manakhimov	Ilya	30	11.75						
25	172289	Mandley	Kyle	28	12.25						
26	131161	Milnes	Fatin	32	12.25						
27	918415	Rodriguez	Sylvia	31	12.75						
28	966894	Silvera	Yelena	36	12.00						
29	877827	Sobolewska	Ashley	40	12.50						
30	872336	Vasiliyeva	Joanna	34	10.25						
31	525338	Wan	John	26	11.00						
32	429509	Wang	Shirley	35	12.25						

Source: <http://www.gap.com>

## ACTIVITY 13: NHL® STANDINGS

### New Skills Reinforced:

In this activity, you will practice how to:

1. print gridlines in a spreadsheet.
2. copy and paste formulas.

### Activity Overview:

Hockey is now a sport played all over the world and has become one of the most popular winter sports. The National Hockey League® (NHL®) also televises many games nationally so its fans can watch their favorite teams. Today, many people play and watch hockey worldwide and it has become an obsession to some fans. Many daily papers in the United States and Canada list the NHL® Standings so sports enthusiasts can see how their favorite teams are doing as compared to other teams in the NHL®.

The following activity illustrates how newspapers use spreadsheets to list the NHL® Standings.

### Instructions:

1. Create a NEW spreadsheet.  
**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Set the top margin to .50 inches and the bottom margin to .25 inches.
4. Bold cell A2 and change the font size to 20 point.
5. Bold cells C4 and C29 and change the font size to 14 point.
6. Bold cells A5, A13, A21, A30, A38, and A46 and change the font size to 12 point.
7. Bold rows 6, 14, 22, 31, 39 and 47.
8. Format the width of column A to 15.0 and columns B – H to 8.0.
9. Center align cells B6 – H52.
10. Enter the formula for PTS (Points) for the first team, The New Jersey Devils® (NEW JERSEY), as follows:  
PTS=W\*2+OTL (**Note:** W(Wins), OTL(Overtime Losses) -> In cell E7, type =B7\*2+D7
- NEW SKILL** 11. To complete the PTS column for each team, copy and paste the formula in cell E7 to cells E8 – E11, E15 – E19, E23 – E27, E32 – E36, E40 – E44, and E48 – E52.
12. Enter the formula for DIFF (Difference in goals scored) for the first team, The New Jersey Devils (NEW JERSEY), as follows:  
DIFF=GF-GA (**Note:** GF(Goals For), GA(Goals Against) -> In cell H7, type =F7-G7
- NEW SKILL** 13. To complete the DIFF column for each team, copy and paste the formula in cell H7 to cells H8 – H11, H15 – H19, H23 – H27, H32 – H36, H40 – H44, and H48 – H52.
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as NHL STANDINGS.
17. Analyze the changes made to the data in the spreadsheet.
18. Set the Print Area to include all cells containing data in the spreadsheet.
- NEW SKILL** 19. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page to print gridlines.
20. Print a copy of the spreadsheet if required by your instructor.



# ACTIVITY 15: BEST BUY® DATA SPREADSHEET

	A	B	C	D	E	F
1	Activity 15 Student Name					
2	BEST BUY		DIGITAL CAMERAS ON SALE 11/12/2005			
3	Morse-Ohio (Store 295)					
4	3840 Morse Road		Sales Rep:	Student's Name		
5	Columbus, OH 43219					
6						
7		LIST		SALE	SALES	FINAL
8	DIGITAL CAMERAS	PRICE	DISCOUNT	PRICE	TAX	PRICE
9						
10	Canon - PowerShot 5.0MP Digital Camera SD400	299.99	15.00			
11	Canon - PowerShot 4.0MP Digital Camera A521	199.00	10.00			
12	Canon - PowerShot 7.1MP Digital Camera SD550	449.99	23.00			
13	Kodak - EasyShare 4.0MP Digital Camera Printer Dock C310 Kit	199.00	10.00			
14	Kodak - EasyShare 5.0MP Zoom Digital Camera with Printer Dock Z740	399.00	20.00			
15	Fuji - FinePix 4.1MP Digital Camera A345	149.00	7.50			
16	Sony - Cyber-shot 7.2MP Digital Camera DSC-W7	349.99	17.50			
17	Sony - Cyber-shot 4.1MP Digital Camera DSC-S60	199.99	10.00			
18	Sony - Cyber-shot 5.1MP Digital Camera - Silver DSC-T5	349.99	17.50			
19	Nikon - Coolpix 5.1MP Digital Camera S1	329.99	16.50			
20	Nikon - Coolpix 5.1MP Digital Camera 5600	249.99	12.50			
21	Kodak - EasyShare 5.0MP Zoom Digital Camera with Dock 2 V550	349.99	0.00			
22	Hewlett-Packard - Photosmart 5.2MP Digital Camera M417	179.99	9.00			
23	Casio - EXILIM 5.0MP Digital Camera - Gray EX-S500GY	349.99	17.50			
24	Sony - Cyber-shot 4.1MP Digital Camera DSC-S40	179.99	9.00			
25	Sony - Cyber-shot 7.2MP Digital Camera - Silver DSC-P200	369.99	19.00			
26	Kodak - EasyShare 5.0MP Digital Camera C340	199.99	10.00			
27	Nikon - Coolpix 4.0MP Digital Camera 4600	179.99	9.00			
28	Olympus - Camedia 5.1MP Digital Camera D-435	149.99	7.50			
29	Fuji - FinePix 5.1MP Digital Camera F460	299.99	15.00			
30	Fuji - FinePix 5.1MP Digital Camera - Black Z1	349.99	17.50			

Source: <http://www.bestbuy.com/site/olspage.jsp?id=pcmcat74200050026&type=category>

## ACTIVITY 16: CIRCUIT CITY®

### New Skills Reinforced:

In this activity, you will practice how to:

1. insert a page header.

### Activity Overview:

There are a lot of features to consider when consumers are shopping for an MP3 player. Circuit City® Electronics Store will help you through the choices. They offer a wide variety of MP3 players to choose from.

Circuit City's® commitment to customers remains strong. The technologies and solutions they provide can make a consumers shopping experience easier and more enjoyable. Their goal is to ensure just that, whether browsing through one of their stores or surfing the Web site.

The following activity illustrates how spreadsheets can be used to compute Circuit City's® MP3 player discount prices including sales tax.

### Instructions:

1. Create a NEW spreadsheet.  
**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown. In cell D4, type your name as the Sales Representative.
3. Bold rows 7 and 8.
4. Format the width of column A to 65.0 and left align.
5. Bold cell A2 and change the font size to 14 point.
6. Format the width of columns B – F to 10.0 and right align.
7. Format cells B10 – F30 as numbers displaying 2 decimal places.
8. Format the height of rows 10 – 30 to 18.0.
9. Compute the formulas as follows for the first MP3 player:
  - a. SALE PRICE=LIST PRICE-DISCOUNT -> In cell D10, type **=B10-C10**
  - b. SALES TAX=6%\*SALES PRICE -> In cell E10, type **=6%\*D10**
  - c. FINAL PRICE=SALE PRICE+SALES TAX -> In cell F10, type **=D10+E10**
10. Use the AutoFill feature to copy the formulas down for the remaining MP3 players.
11. Insert a page header that shows:
  - a. Left Section      Activity 16-Student Name
  - b. Center Section    CIRCUIT CITY
  - c. Right Section     Current Date
12. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Save the spreadsheet as CIRCUIT CITY.
15. Analyze the changes made to the data in the spreadsheet.
16. Set the Print Area to include all cells containing data in the spreadsheet.
17. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape.
18. Print a copy of the spreadsheet if required by your instructor.

**NEW SKILL** →

## ACTIVITY 23: XBOX 360®

### New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to currency using the dollar sign button on the formatting toolbar.

### Activity Overview:

Xbox 360® sets a new pace for digital entertainment. More than just a cutting-edge game system, Xbox 360® integrates high-definition video, DVD movie playback, digital music, photos, and online connectivity into one sleek, small tower.

The following activity illustrates how spreadsheets can be used to compute a sales representative's commission on Xbox 360® games.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Format the width of column A to 50.0 and left align.
4. Format the width of column B to 8.0 and right align
5. Select cells B9 – B33 and format them as currency style by clicking on the “\$” button on the formatting toolbar.
6. Format the width of column C to 10.0 and center align.
7. Bold cell A2 and change the font size to 16 point.
8. Compute the formulas for the TOTAL SALES and COMMISSION for the first Game/Accessory as follows:
  - a. TOTAL SALES=UNIT PRICE\*UNITS SOLD -> In cell D9, type **=B9\*C9**
  - b. COMMISSION=5%\*TOTAL SALES -> In cell E9, type **=5%\*D9**
9. Use the AutoFill feature to copy the formulas down in the TOTAL SALES and COMMISSION columns.
10. Enter formulas to total columns D and E.
11. Format the width of columns D and E to 13.0 and right align.
12. Select cells D9 – E35 and format them as currency style by clicking on the “\$” button on the formatting toolbar.
13. Bold rows 3 – 7 and 35.
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as XBOX 360.
17. Analyze the changes made to the data in the spreadsheet.
18. Set the Print Area to include all cells containing data in the spreadsheet.
19. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
20. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

NEW SKILL

# ACTIVITY 23: XBOX 360® DATA SPREADSHEET



	A	B	C	D	E
1	Activity 23 Student Name				
2	Xbox 360 Games & Accessories				
3	STUDENT'S NAME				
4	MONTHLY COMMISSION REPORT				
5					
6		UNIT	UNITS	TOTAL	
7	GAME/ACCESSORY	PRICE	SOLD	SALES	COMMISSION
8					
9	Amped 3	59.99	22		
10	Call of Duty 2	59.99	34		
11	Condemned: Criminal Origins	59.99	28		
12	Dead or Alive 4	59.99	37		
13	FIFA 2006	59.99	26		
14	Full Auto	59.99	28		
15	Kameo: Elements of Power	49.99	22		
16	Madden NFL 2006	59.99	54		
17	NBA 2K6	59.99	46		
18	NBA Live 2006	59.99	48		
19	Need for Speed: Most Wanted	59.99	37		
20	NHL 2K6	59.99	29		
21	Perfect Dark Zero Limited Collector's Edition	59.99	35		
22	Project Gotham Racing 3	49.99	39		
23	Quake 4	59.99	27		
24	Ridge Racer 6	59.99	23		
25	The Godfather	59.99	25		
26	Tiger Woods PGA Tour 2006	59.99	36		
27	Tony Hawk's American Wasteland	59.99	50		
28	Top Spin 2	59.99	26		
29	True Crimes: New York City	59.99	44		
30	Xbox 360 Peter Jackson's King Kong	59.99	30		
31	Wireless Network Adapter	99.99	16		
32	Wireless Controller	69.99	18		
33	Play and Charge Kit	19.99	10		
34					
35	TOTALS				

Source: <http://www.toysrus.com>

## ACTIVITY 42: TEEN CARS

### New Skills Reinforced:

In this activity, you will practice how to:

1. insert WordArt in a spreadsheet.
2. edit and format WordArt.

### Activity Overview:

One thing that every teenager looks forward to is obtaining a driver's license and driving a new car. Auto manufacturers have created lower-priced cars that make the dream of driving a reality for the teen market. Each year, edmunds.com, an informational Web site designed for car buyers, publishes its "Top 10 Cheap Cool Cars for Teens."

In this activity, you will be entering edmunds.com's picks for 2006 into a spreadsheet. You will enhance the appearance of the spreadsheet by using WordArt.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown. Do not insert the WordArt image shown until step 8.
3. Format the width of column A to 16.0 and left align.
4. Format the width of column B to 30.0 and left align.
5. Format the width of columns C and D to 16.0 and right align.
6. Format cells C9 – D18 as currency displaying 0 decimal places and the \$ symbol.
7. Change the font size of cells A6 – D18 to 16 point.
8. Insert a WordArt image similar to the one shown in the Activity 42 Data Spreadsheet. Edit the WordArt text to read "Top 10 Cheap Cool Cars for Teens for 2006" and change the font size to 24. Select a font of your choice. Place the WordArt image so it is centered above the data entered in columns A – D.
9. Insert a header that shows:
  - a. Left Section      Activity 42-Student Name
  - b. Center Section    TEEN CARS
  - 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 TEEN CARS.
13. Analyze the changes made to the data in the spreadsheet.
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.

NEW SKILL



# ACTIVITY 42: TEEN CARS DATA SPREADSHEET



	A	B	C	D
1	<b>Top 10 Cheap Cool Cars for Teens for 2006</b>			
2	<b>Top 10 Cheap Cool Cars for Teens for 2006</b>			
3				
4				
5				
6			MSRP	MSRP
7	Year	Make	Low	High
8				
9	2006	Honda Civic	14360	21940
10	2006	Mazda 3	13710	19165
11	2006	Scion tC	16300	17100
12	2006	Scion xB	14030	14830
13	2007	Honda Fit	13850	15970
14	2006	Ford Mustang	19115	26320
15	2006	Volkswagen Jetta	17900	24865
16	2006	Mitsubishi Eclipse	17900	24865
17	2007	Nissan Versa	12000	16000
18	2006	Pontiac Vibe	15260	19250

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## ACTIVITY 45: AMERICAN IDOL®

### New Skills Reinforced:

In this activity, you will practice how to:

1. create a pie chart.
2. enhance charts by changing colors and font sizes.

### Activity Overview:

American Idol® has truly become one of America's biggest and most watched television shows. With its debut in the summer of 2002, this show, based on Britain's Pop Idol, became an instant success. Hosted by Ryan Seacrest, the Dick Clark of our day, American Idol® grows bigger and bigger each season. The show's three judges, Simon Cowell, Paula Abdul, and Randy Jackson have become household names, along with the winning contestants from each season.

The authors of this book surveyed 24 American Idol® viewers and asked who their favorite American Idol® singer was. The following activity illustrates how spreadsheets can be used to create a pie chart that illustrates this distribution.

### Instructions:

1. Create a NEW spreadsheet.

**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Change the font size of cell A1 to 16 point.
4. Format the width of column A to 26.0 and left align.
5. Format the width of column B to 22.0 and center align.
6. Bold rows 1 and 3.

#### NEW SKILL

7. Create a pie chart as follows:
  - a. Select cells A1– B8.
  - b. Using the Chart Wizard, select Pie for the Chart type. The Chart sub-type should be Pie.
  - c. Set the chart to Series in Columns.
  - d. Enter the chart title as "AMERICAN IDOL FAVORITES."
  - e. Display the legend to the right of the pie chart.
  - f. Show no data labels.
  - g. Save the chart as a new sheet. Name the new sheet AMERICAN IDOL CHART.

#### NEW SKILL

8. Format the Chart Area with a background color of peach.

#### NEW SKILL

9. Format the colors of each piece of the pie chart as follows:
  - a. Kelly Clarkson -> purple
  - b. Reuben Studdard -> green
  - c. Clay Aiken -> yellow
  - d. Fantasia Barrino -> turquoise
  - e. Carrie Underwood -> pink

## Activity 45: American Idol® Instructions *Continued*

### NEW SKILL

10. Format the chart's legend background color to light blue and change the font size to 16 point.

### NEW SKILL

11. Format the chart's title to blue and change the font size to 24 point and bold.

12. When formatted, your chart should look similar to the one provided in Figure 1-45.

13. Insert a header for both the spreadsheet and the chart that shows:

- a. Left Section      Activity 45-Student Name
- b. Center Section    AMERICAN IDOL
- c. Right Section     Current Date

14. Insert a footer that shows:

- a. Center Section    PAGE number

15. Carefully proofread your work for accuracy.

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

17. Save the spreadsheet as AMERICAN IDOL.

18. Print Preview and adjust the Page Setup so that the spreadsheet and the chart each fit on one page. Set the page orientation to landscape for the chart.

19. Print a copy of the spreadsheet and chart if required by your instructor.

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	A	B	C
1	AMERICAN IDOL		
2			
3	CONTESTANT	VOTES FOR FAVORITE	
4	Kelly Clarkson	7	
5	Reuben Studdard	5	
6	Clay Aiken	3	
7	Fantasia Barrino	5	
8	Carrie Underwood	4	

Figure 1-45

