

# 36

## Original 13 States 2

### New Skills

1. Adjust page scaling so that multiple page data can print on one page.
2. Remove comments from cells.

The following activity provides additional information about the original 13 states and illustrates how spreadsheets can be adjusted to fit on a designated number of pages. This activity expands on the ORIGINAL 13 STATES spreadsheet created in Activity 22.

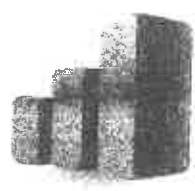
Activity 22 from Term 3

1. Open the file ORIGINAL 13 STATES previously created in Activity 22.  
\* Unless otherwise stated, the font should be 10 point Arial.
2. Change the Activity # in the left section of the header to Activity 36 and the activity name in the center section of the header to ORIGINAL 13 STATES 2.
3. Type the data in columns E, F, and G as shown.
4. Use AutoFit to adjust the width of columns E and F.
5. Format the width of column G to 18.0 and center align.
6. Format cells G4 – G16 as dates showing mm/dd/yyyy. Example: "12/25/2011."
7. Bold and center align cells E3 – G3.
8. Insert a column between column B, ABBREVIATION, and column C, LICENSE PLATE SLOGAN. Then move the DATE OF STATEHOOD column to the newly created column. The DATE OF STATEHOOD should now be in column C.
9. Select cells A3 – G3 and format the shading color to light blue.
10. Select cells A4 – A16 and remove the Comments.
11. Carefully proofread your work for accuracy.
12. Save the spreadsheet as ORIGINAL 13 STATES 2.
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. Adjust the scaling to 65% of normal size. Set the Page Orientation to Landscape.

NEW SKILL

NEW SKILL

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# Original 13 States 2



# 36

INPUT DATA

A		B	C	D
1	<b>Original 13 States</b>			
2				
3	<b>State</b>	<b>Abbreviation</b>	<b>License Plate Slogan</b>	<b>Flower</b>
4	Connecticut	CT	Constitution State	Mountain Laurel
5	Delaware	DE	The First State	Peach Blossom
6	Georgia	GA	Georgia.gov with county name sticker	Cherokee Rose
7	Maryland	MD	War of 1812 and WWI .STARSPANGLED200.ORG	Black-eyed Susan
8	Massachusetts	MA	The Spirit of America	Trailing Arbutus
9	New Hampshire	NH	Live Free or Die	Purple Lilac
10	New Jersey	NJ	Garden State	Violet
11	New York	NY	Empire State	Rose
12	North Carolina	NC	First in Flight	American Dogwood
13	Pennsylvania	PA	visitPA.com	Mountain Laurel
14	Rhode Island	RI	Ocean State	Violet
15	South Carolina	SC	travel2sc.com	Yellow Jessamine
16	Virginia	VA	None	American Dogwood

E	F	G
1		
2		
3	<b>Motto</b>	<b>Date of Statehood</b>
4	He who is transplanted still sustains	1/9/1788
5	Liberty and Independence	12/1/1787
6	Wisdom, Justice, and Moderation	1/2/1788
7	Mainly Deeds, Womanly Words	4/28/1788
8	By the sword we seek peace, but peace only under liberty	2/6/1788
9	Live free or die	6/21/1788
10	Liberty and Prosperity	12/18/1787
11	Excelsior	7/26/1788
12	To be, rather than to seem	11/21/1789
13	Virtue, Liberty, and Independence	12/12/1787
14	Hope	5/29/1790
15	Prepared in mind and resources / While I breathe I hope	5/23/1788
16	Thus Always to Tyrants	6/25/1788

## ACTIVITY 36: CAREERS

### New Skills Reinforced:

In this activity, you will practice how to:

1. adjust page scaling so that multiple page data can print on one page.

### Activity Overview:

Choosing a career is one of life's biggest decisions. With so many career choices to pick from, most students find it difficult to decide what they want to be when they grow up. Many students start their search with an interest inventory. An interest inventory asks questions that help organize a person's likes and dislikes regarding work and tasks. It also helps match a person's personality to different types of professions. Once a student narrows down the careers that seem to fit their characteristics, they can then begin researching those careers further and decide what might interest them. A Web site like [skillchart.com](http://skillchart.com) is a great place to find out what skills a career requires.

The following activity illustrates how spreadsheets can be used to list the top 10 careers by personality traits.

### 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 cell A1 and change the font size to 16 point.
4. Bold row 3.
5. Use AutoFill to complete the sequence of numbered items in column A.
6. Change the column widths as follows:
  - a. Column A to 8.0
  - b. Column B to 22.0
  - c. Column C to 38.0
  - d. Column D to 30.0
  - e. Column E to 26.0
  - f. Column F to 28.0
  - g. Column G to 26.0
7. Change the shading to 25% gray for cells A3 – A13, C3 – C13, E3 – E13, and G3 – G13.
8. Insert a header that shows:
  - a. Left Section      Activity 36-Student Name
  - b. Center Section    CAREERS
  - c. Right Section     Current Date
9. Insert a footer that shows:
  - a. Center Section    PAGE number
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as CAREERS.
12. Analyze the changes made to the data in the spreadsheet.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Adjust the scaling to 65% of normal size. Set the page orientation to landscape.
15. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

# ACTIVITY 36: CAREERS DATA SPREADSHEET



A	B	C	D
1	Top 10 Careers by Personality		
2			
3	Trait>	Like to Keep Learning	Want to make a lot of money
4	1	Software Developer	Investment Banker
5	2	Physicist	Financial Analyst
6		Diplomat	Management Consultant
7		Journalist	Construction Manager
8		Architect	Banker
9		Benefits Administrator	Service Sales Representative (potentially)
10		Physician	Stockbroker
11		Computer Programmer	Court Reporter
12		Teacher	Carpenter
13		Writer	Marketing Executive
			Dislike work place restrictions
			Computer Programmer
			Artist
			Writer
			Actor
			Petroleum Engineer
			Coach
			Philosopher
			Zoologist
			Anthropologist
			Child Care Worker

	E	F	G
1			
2			
3	Have Type-A Personalities	Prefer Unpredictable Days	Love Working with People
4	Attorney	Detective/Private Investigator	Teacher
5	Investment Banker	FBI Agent	Human Resources Manager
6	Management Consultant	Police Officer	Guidance Counselor
7	Pilot	Restauranteur	Career Counselor
8	Military Officer	Firefighter	Psychologist
9	Architect	Musician	Social Worker
10	Baseball Player	Advertising Executive	Child Care Worker
11	Coach	Petroleum Engineer	Physical Therapist
12	Astronaut	Promoter	Fundraiser
13	Stockbroker	Agent	Hotel Manager

Source: <http://www.skillchart.com/careers/top.htm>

# 37

## Stocks

### New Skills

1. Format cells to negative numbers.
2. Change a cell's fill color.

### Activity Overview

**S**tocks are the basic units of ownership in publicly traded companies. Getting started in investing in stocks requires a lot of research and a fundamental knowledge of how the stock market works. The Internet offers a wealth of information about investing, and local community schools frequently offer inexpensive or free stock market investing courses and workshops. It's tempting to jump right into the action, but because of the risk involved, an investor really needs to do the homework. With sound decisions based on knowledge and research, an investor's chance of success in the stock market is greatly increased.

The following activity illustrates how spreadsheets can be used to determine an investor's gains or losses from the purchase and sale of stocks.

### Instructions

1. Create a **NEW** spreadsheet.
- \* *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Format the width of columns A and C to 26.0 and left align.
4. Format the width of column B to 8.0 and left align.
5. Format the width of columns D – J to 12.0 and right align.
6. Format cells D4 – D18 as numbers displaying 0 decimal places with a comma separator.
7. Format cells E4 – I20 as numbers displaying 2 decimal places with a comma separator. Set the negative numbers to red and to display parentheses.
8. Format cells J4 – J18 as percentages displaying 2 decimal places.
9. Bold rows 1, 2, and 20.
10. Underline row 2.
11. Compute the formulas for the first stock as follows:
  - a. **PURCHASE VALUE=NUMBER OF SHARES\*PURCHASE PRICE** → In cell F4, type =D4\*E4
  - b. **SELLING VALUE=NUMBER OF SHARES\*SELLING PRICE** → In cell H4, type =D4\*G4
  - c. **\$ GAIN/LOSS=SELLING VALUE-PURCHASE VALUE** → In cell I4, type =H4-F4
  - d. **% GAIN/LOSS=\$ GAIN/LOSS / PURCHASE VALUE** → In cell J4, type I4/F4
12. Use the AutoFill feature to copy the formulas down for the remaining stocks.

**NEW SKILL** ▶



# 13 → #22 on back →



# Stocks

# 37



- NEW SKILL**
- Position the cursor in cell F20 and use the AutoSum button on the standard toolbar to sum cells F4 – F18. Repeat this procedure in cell H20 to sum cells H4 – H18 and in cell I20 to sum cells I4 – I18.

- Change the fill color for cells F1 – F20 and H1 – H20 to yellow.
- Change the fill color for cells I1 – I20 and J1 – J20 to light green.
- Insert a header that shows:
  - Left Section      Activity 37-Student Name
  - Center Section    STOCKS
  - Right Section     Current Date
- Insert a footer that shows:
  - Center Section    PAGE number
- Carefully proofread your work for accuracy.
- Save the spreadsheet as STOCKS.
- Analyze the changes made to the data in the spreadsheet.
- Set the Print Area to include all cells containing data in the spreadsheet.
- Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to Landscape.

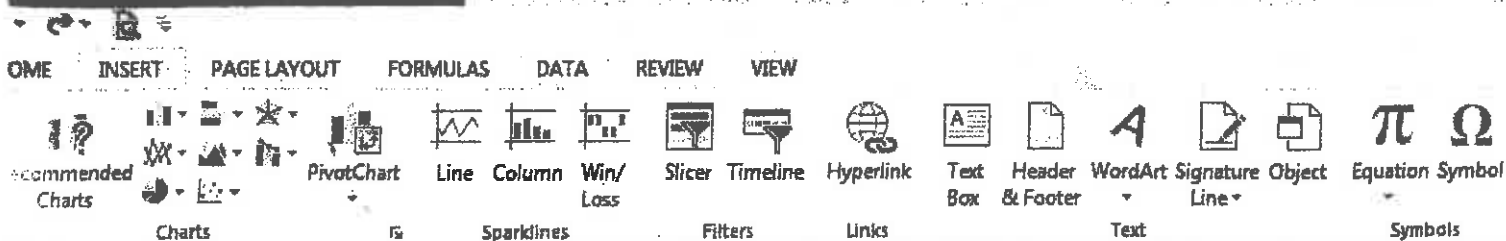
	A	B	C	D	E	F	G	H	I	J
	COMPANY	TICKER SYMBOL	INDUSTRY	NUMBER OF SHARES	PURCHASE PRICE	PURCHASE VALUE	SELLING PRICE	SELLING VALUE	\$ GAIN/LOSS	% GAIN/LOSS
4	3M Company	MMM	Diversified Company	1750	61.50		88.15			
5	American Express	AXP	Financial Services	1200	52.50		44.09			
6	AT&T, Inc.	T	Telecommunications Services	1800	44.11		27.93			
7	Boeing	BA	Aerospace/Defense	3200	38.27		63.42			
8	Caterpillar, Inc.	CAT	Machinery	1500	21.52		79.34			
9	Coca-Cola	KO	Beverage	1425	57.96		60.34			
10	Dairy (Milk)	DIS	Entertainment	1550	13.54		36.11			
11	General Electric	GE	Diversified Company	1675	21.42		17.19			
12	Hewlett-Packard	HPQ	Computers/Peripherals	4000	16.17		41.62			
13	Home Depot	HD	Retail Building Supply	1750	69.85		30.81			
14	International Business Machines	IBM	Computers/Peripherals	800	54.13		134.89			
15	Kraft Foods	KFT	Food Processing	1820	26.38		31.45			
16	McDonald's Corp.	MCD	Restaurant	3005	15.22		72.72			
17	Microsoft Corp.	MSFT	Computer Software/Services	1025	60.18		25.07			
18	Wal-Mart Stores	WMT	Retail Store	1800	43.79		54.56			
19										
20	TOTALS									

INPUT DATA

# 37



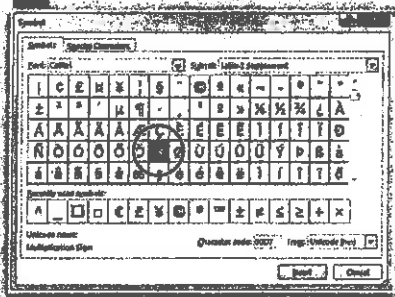
# Stocks



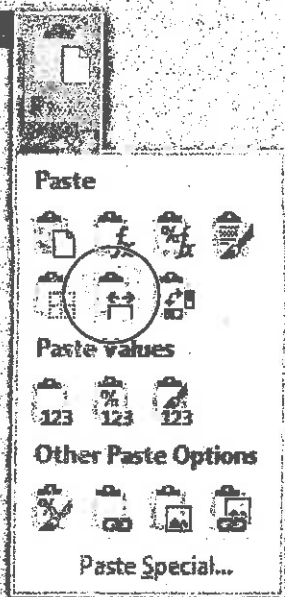
## Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *5.6 Flash Cards* in your *My Excel Projects* folder.
3. Key the data as shown in *5.6 Source Doc. A*.
4. From the **INSERT** tab, **Symbols** group, do the following:
  - a. Insert the **Multiplication sign** in cell B3, then copy and paste it in cells B4 through B12
  - b. Insert the **Equal sign** in cell D3, then hit Enter. Then copy and paste the equal sign in cells D4 through D12
  - c. Insert the **Less-Than sign** in cell B15, then copy and paste it in cells B16 through B19
  - d. Insert the **Greater-Than sign** in cell B22, then copy and paste it in cells B23 through B26
5. Make the following formatting changes:
  - a. Change the font size of row 1 to 24
  - b. Merge and center cells A1 through E1
  - c. Change the font size of rows 3 through 26 to 20
  - d. Change the width of columns A through E to 15
  - e. Center align cells A3 through E26
  - f. Apply All Borders to cells A3 through E12
  - g. Apply All Borders to cells A15 through C19
  - h. Apply All Borders to cells A22 through C26
  - i. Change the name of Sheet 1 to [3 Facts]
  - j. Insert a new Sheet
  - k. Move the new Sheet to the end
  - l. Change the name of Sheet 2 to [4 Facts]
  - m. Copy the data from the [3 Facts] Sheet
  - n. Using the **Keep Source Column Widths** option in the Paste drop-down menu, paste the data into the [4 Facts] Sheet
    - a. Now, key the data in *5.6 Source Doc. B* to replace the data in the [4 Facts] Sheet
6. Proofread your work for accuracy and format, then resave the file.
7. Select all cells containing data in each worksheet and Print Preview your worksheets.
8. Your worksheets should look similar to *5.6 Source Docs. C and D*.
9. Print the entire workbook if required.

4a



5n



5.6 Source Doc. A

	A	B	C	D	E
1	Math Facts - 3's				
2					
3	3		1		3
4	3		2		6
5	3		3		9
6	3		4		12
7	3		5		15
8	3		6		18
9	3		7		21
10	3		8		24
11	3		9		27
12	3		10		30
13					
14					
15	3		6		
16	24		27		
17	15		18		
18	12		15		
19	6		9		
20					
21					
22	30		27		
23	21		18		
24	6		3		
25	18		15		
26	24		21		

5.6 Source Doc. B

	A	B	C	D	E
1	Math Facts - 4's				
2					
3	4		1		4
4	4		2		8
5	4		3		12
6	4		4		16
7	4		5		20
8	4		6		24
9	4		7		28
10	4		8		32
11	4		9		36
12	4		10		40
13					
14					
15	4		8		
16	28		32		
17	16		20		
18	12		16		
19	8		12		
20					
21					
22	32		28		
23	20		16		
24	8		4		
25	16		12		
26	36		32		

5.6 Source Doc. C

Example of Finished Source Doc. A7

Math Facts - 3's

3	×	1	=	3
3	×	2	=	6
3	×	3	=	9
3	×	4	=	12
3	×	5	=	15
3	×	6	=	18
3	×	7	=	21
3	×	8	=	24
3	×	9	=	27
3	×	10	=	30

3	<	6
24	<	27
15	<	18
12	<	15
6	<	9

30	>	27
21	>	18
6	>	3
18	>	15
24	>	21



The GAP<sup>®</sup> 2

## New Skills

1. Use the Count function.
2. Use the AutoFormat feature.

## Activity Overview

The following activity illustrates how spreadsheets can be used by a retail clothing store that sells merchandise to the general public. Businesses must determine how inventory should be marked up by dollars and percents.

This activity expands on The Gap<sup>®</sup> spreadsheet created in Activity 7.

## Instructions

1. Open the file THE GAP previously created in Activity 7.
- \* Unless otherwise stated, the font should be 10 point Arial.
2. Delete row 1 containing the Activity # and Student Name.
3. Type the additional column headings as shown for columns G and H. Bold these headings.
4. Center align columns G and H.
5. Type the additional data shown in cells A17 and A30.
6. Compute the formulas for the first item as follows:
  - a. \$ MARKUP=SELLING PRICE-UNIT COST → In cell G8, type =F8-E8
  - b. % MARKUP=\$ MARKUP/UNIT COST → In cell H8, type =G8/E8
7. Copy and paste these formulas for the remaining men's and women's wear items.
8. Format cells E8 – G29 as currency displaying 2 decimal places and the \$ symbol.
9. Format cells H8 - H29 as percentages displaying 2 decimal places.
- NEW SKILL** ► 10. In cells B17 and B30, use the COUNT function to determine the number of items for men's wear and for women's wear. Enter the following formulas:
  - a. In cell B17, type =COUNT(B8:B16)
  - b. In cell B30, type =COUNT(B19:B29)
- NEW SKILL** ► 11. Select cells A1 – H30 and set the AutoFormat feature to "List 2."
  - \* NOTE: If "List 2" is not an option, select an alternate AutoFormat style to apply to the above cells.
12. Insert a header that shows:
  - a. Left Section      Activity 38-Student Name
  - b. Center Section    THE GAP 2
  - c. Right Section     Current Date

## The GAP® 2

13. Insert a footer that shows:
  - a. Center Section PAGE number
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 THE GAP 2.
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. Set the Page Orientation to Landscape.
20. Print a copy of the spreadsheet if required by your instructor.

### INPUT DATA

	A	B	C	D	E	F	G	H
1	<b>THE GAP</b>							
2	Markup Schedule December 2010							
3								
4								
5		<b>ITEM</b>			<b>UNIT</b>	<b>SELLING \$</b>		<b>%</b>
6		<b>NUMBER</b>	<b>ITEM</b>	<b>STYLE</b>	<b>COST</b>	<b>PRICE</b>	<b>MARKUP</b>	<b>MARKUP</b>
7								
8	<b>Men's wear</b>	715503	Denim Jacket	Well-worn	30.00	79.50		
9		772336	Classic Khaki	Straight Fit	22.50	49.50		
10		737510	Boot Fit Jeans	Vintage Wash	32.00	64.50		
11		768710	Waffle Knit T	Camo	10.00	24.50		
12		768699	City Cycle Graphic T		11.00	24.50		
13		750454	Cardigan	Hooded	16.00	49.99		
14		750202	Rugby Polo	Striped	15.00	32.99		
15		539875	Cargo Shorts	Camo	8.00	17.99		
16		783492	Leather Belt	Distressed Buckle	13.00	39.50		
17	Total Items							
18								
19	<b>Women's wear</b>	770646	Leather Jacket	Funnel Neck	89.00	298.00		
20		768458	Denim Jacket	Elbow Pad	28.00	69.50		
21		770836	Puffer Vest		30.00	59.50		
22		768454	Legging Jeans	True Black Wash	32.00	69.50		
23		770608	Mini Skirt	Plaid	21.00	44.50		
24		748450	Sweater Hoodie		22.00	44.99		
25		772219	Shoulder Link Tank		14.00	29.50		
26		790947	Zipper T		17.00	34.50		
27		771899	Double Layer T		12.00	24.50		
28		776518	Leather Tassel Tote		49.00	98.00		
29		778546	Skinny Belt	Pyramid Studed	13.00	29.50		
30	Total Items							