FILE **HOME** **INSERT** **PAGE LAYOUT** **FORMULAS** **DATA** **REVIEW** **VIEW**

PivotTable | Recommended PivotTables | Table | Pictures | Online Pictures | Shapes | SmartArt | Screenshot | Apps for Office | Recommended Charts | PivotChart | Line | Column | Win/Loss

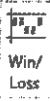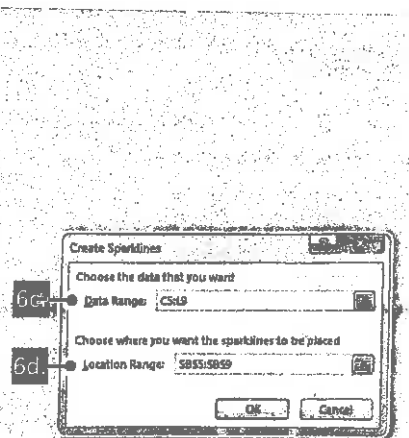Tables | Illustrations | Apps | Charts | Sparklines

Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.

2. Save the file as **38 SPARKLINES**

3. Change the Orientation to Landscape.

4. Key the data as shown in 6.5 Source Doc. A.

   ⊛ *Note: Column B should be left blank.*

5. Make the following formatting changes:

   a. Change the width of column A to 20

   b. Change the width of column B to 25 (this column should be blank)

   c. Change the width of columns C through L to 6

   d. Change the height of rows 5 through 9 to 36

   e. Merge and center A1 through L1

   f. Merge and center A2 through L2

   g. Merge and center A3 through L3

   h. Change the font size of rows 1, 2 and 3 to 18

   i. Change the font size of rows 5 through 9 to 12

6. From the **INSERT** tab, **Sparklines** group, do the following:

   a. Select cells B5 through B9

   b. Choose the **Win/Loss Sparkline**

   c. In the Data Range box, enter the data range **C5:L9** as the data that you want to use

   d. Confirm that the Sparklines Location Range is **$B$5:$B$9**

   e. Click OK

      ⊛ *Note: Your wins should appear as blue squares and your losses should appear as red squares.*

7. Select the Print Gridlines sheet option.

8. Proofread your work for accuracy and format, then resave the file.

9. Select all cells containing data and Print Preview your worksheet.

10. Your worksheet should look similar to *6.5 Source Doc. B.*

11. Print a copy if required.

VOCABULARY:

Sparklines are mini-charts placed in single cells, each representing a row of data in your selection.

Create Sparklines

Choose the data that you want

6c. Data Range: C5:L9

Choose where you want the sparklines to be placed

6d. Location Range: $B$5:$B$9

OK   Cancel

6.5 Source Doc. A

	A	B	C	D	E	F	G	H	I	J	K	L
1	NBA Eastern Conference											
2	Southeast Division											
3	Results of First 10 Games in November 2013 (1 = Win and -1 = Loss)											
4												
5	Atlanta Hawks		1	-1	1	1	-1	1	-1	1	1	-1
6	Charlotte Bobcats		1	-1	1	1	1	-1	1	1	-1	-1
7	Miami Heat		-1	1	1	1	-1	1	1	1	1	1
8	Orlando Magic		1	1	1	1	-1	1	1	1	1	-1
9	Washington Wizards		-1	-1	1	1	-1	-1	-1	1	1	1

6.5 Source Doc. B

NBA Eastern Conference
Southeast Division

Results of first 10 games in November 2013 (1 = Win and -1 = Loss)

Atlanta Hawks	1	-1	1	1	-1	1	-1	1	1	-1
Charlotte Bobcats	1	-1	1	1	1	-1	1	1	-1	-1
Miami Heat	-1	1	1	1	-1	1	1	1	1	1
Orlando Magic	1	1	1	1	-1	1	1	1	1	-1
Washington Wizards	-1	-1	1	1	-1	-1	-1	1	1	1

Music Genres

New Skills

1. Import a text file into Excel.
2. Use cell borders to highlight a cell's importance.

Activity Overview

Launched in 1995, Allmusic.com is one of the Web's best resources for all things music. It is a complete source of information including facts about an artist, details about an album, relational information about artists such as similar type artists, and finally, editorial commentary such as reviews and top picks. Allmusic.com also claims to have the largest digital archive of music, including about six million digital songs, and the largest cover art library, with more than a half million cover image scans. Internet users who are interested in any genre of music will find what they are looking for here. Nothing is left out, and the site provides an unbiased look at what's happening in music today.

The following activity illustrates how spreadsheets can be used to organize data, such as a list of music albums, from an external file.
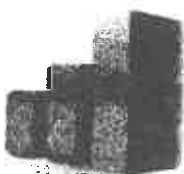
Instructions

1. Open a program that allows you to save a file as "Text" (.TXT), such as Notepad or Microsoft Word.

2. Type the data exactly as shown in Table 39-1. Use the <Enter> key after each line is keyed. Skip one line after the title "Music Genres."

ask me →

3. Save the file as MUSIC GENRES.txt. Take note of where the file is saved so that it can be retrieved in step 5.

4. Create a NEW spreadsheet.

NEW SKILL ▶ 5. Using the "Import External Data" option, import the MUSIC GENRES.txt file created in step 2.

   a. Set the original data typed as DELIMITED.

   b. Use COMMA as the only delimiter.

   c. The data format for each column should be GENERAL.

   d. The data should now appear in the existing worksheet.

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

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

NEW SKILL ▶ 7. Format cells A3, B3, and C3 to display a double line border outside and inside of each cell. See Table 39-2 to see what your spreadsheet should look like.

Excel It!

39 Music Genres

8. Insert a header that shows:

    a. Left Section   Activity 39-Student Name

    b. Center Section   MUSIC GENRES

    c. Right Section   Current Date

9. Insert a footer that shows:

    a. Center Section   PAGE number

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

← SKIP ONE LINE HERE USING THE< ENTER> KEY

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

← 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

Excel It!

40 San Francisco Giants® 2

New Skills

1. Print a spreadsheet with row and column headings.

Activity Overview

The following activity illustrates how spreadsheets are used to list the San Francisco Giants® players' statistics. This activity expands on the San Francisco Giants® spreadsheet created in Activity 14.

Instructions

1. Open the file SAN FRANCISCO GIANTS previously created in Activity 14.

★ NOTE: In this activity, you will not add any data to the spreadsheet. You will only be changing the spreadsheet's page setup to show row and column headings. Thus, there is no data spreadsheet provided.

2. Change the Activity # in cell A1 to Activity 40.

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

NEW SKILL ▶ 4. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape, and the sheet to Print Gridlines and to show row and column headings. The row and column headings should appear in the Print Preview.

5. Save the spreadsheet as SAN FRANCISCO GIANTS 2.

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

Teen Cars

New Skills

1. Insert WordArt in a spreadsheet.
2. Edit and format WordArt.

Activity Overview

A special 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 help to make the dream of new car ownership a reality for the teen market. Edmunds.com, an informational Web site designed for car buyers, publishes various lists of Consumer Favorites, such as Best Economy Cars, Best Family Cars, Best Cars for College Students, and others.

In this activity, you will be entering Edmunds.com's Best Cars for College Students picks for 2010 into a spreadsheet. You will enhance the appearance of the spreadsheet by using WordArt.

Instructions

1. Create a NEW spreadsheet.

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

2. Type the data as shown. Be sure to enter the data in the correct cells.

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.

NEW SKILL ▶ 8. Insert a WordArt image similar to the one shown in the Activity 41 Data Spreadsheet. Edit the WordArt text to read "Best Cars for College Students - 2010" 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 41-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.

41 Teen Cars

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	C	D
1				
2				
3				
4				
5				
6			MSRP	MSRP
7	YEAR	MAKE	LOW	HIGH
8				
9	2011	Ford Fiesta	13320	16320
10	2010	Honda Fit	14900	19110
11	2010	Kia Soul	13300	18195
12	2010	Kia Forte	13695	18495
13	2010	Hyundai Elantra	14145	17845
14	2010	Toyota Yaris	12605	13705
15	2010	Scion xB	14900	15700
16	2011	Mazda 2	14180	16435
17	2010	Scion xD	14900	15700
18	2010	Nissan Cube	13990	20440
19				
20				
21	Note: MSRP = Manufacturer's Suggested Retail Price			

Source: http://www.edmunds.com

TV Show Standings

New Skills

1. Insert a line from the draw tools.

Activity Overview

Nielsen Ratings® is a system developed by Nielsen Media Research®, a media market research company that tracks the audience size for television, radio, and newspapers. Each week, Nielsen Ratings® are published to rank television program viewership. This information helps networks to see how well certain shows are doing and gives value to a show's advertising potential. Statistics are gathered either by households that maintain a personal diary of the shows they watch or by a small computer connected to each television in a household that tracks and submits data to Nielsen Media Research®. The households surveyed or tracked encompass a wide variety of demographics. The system has been around since its development in the 1960s.

The following activity illustrates how spreadsheets can be used to track the results of a particular week's top-rated television shows. In this activity, you will be using the drawing toolbar to enhance the appearance of a spreadsheet.

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 A1 to 18 point

4. Change the font size of cells A2 – A3 to 16 point.

5. Format the height of row 6 to 48.0.

6. Use the AutoFill feature to complete the numbering sequence in cells A10 – A19 and cells A23 – A32 for the Rank in column A.

7. Format the width of column A to 10.0.

8. Select cells A6 – A32 and center align.

9. Format the width of column B to 30.0 and left align.

10. Format the width of columns C and D to 12.0 and center align.

11. Format the width of column E to 15 and center align.

12. Bold cells B8 and B21.

13. Bold cells A6 – E6.

14. Format cells D10 – D32 as numbers displaying 1 decimal place.

15. Format cells E10 – E32 as numbers displaying 0 decimal places with a comma separator.

42 TV Show Standings

16. Using the Draw tools, insert a horizontal line in the spreadsheet. Change the line weight to 1.5 pts. Place the line between rows 6 and 7. Resize the line so it stretches across columns A – E. (**Hint:** Hold the <Shift> key down as you drag the line across columns A – E so that the line will be straight.)

17. Insert a header that shows:

 a. Left Section   Activity 42-Student Name

 b. Center Section   TV SHOW STANDINGS

 c. Right Section   Current Date

18. Insert a footer that shows:

 a. Center Section   PAGE number

19. Carefully proofread your work for accuracy.

20. Save the spreadsheet as TV SHOW STANDINGS.

Input Data:

	A	B	C	D	E
1	Nielsen Media Research				
2	Broadcast TV and Cable TV Show Ratings and Rankings				
3	Week of November 1, 2010				
4					
5					
6	Rank	Program Name	Network	Rating	Households
7					
8		BROADCAST TV			
9					
10	1	Dancing with the Stars	ABC	12.5	19,934,000
11	2	NBC Sunday Night Football	NBC	11.6	19,368,000
12		Dancing with the Stars Results	ABC	10.8	16,932,000
13		Sunday Night NFL Pre-Kick	NBC	9.4	16,043,000
14		60 Minutes	CBS	9.3	15,146,000
15		The Mentalist	CBS	9.0	14,423,000
16		World Series Game 5	FOX	8.8	14,950,000
17		Criminal Minds	CBS	8.7	14,576,000
18		CSi	CBS	8.6	13,964,000
19		The Big Bang Theory	CBS	8.4	14,001,000
20					
21		CABLE TV			
22					
23	1	NFL Regular Season	ESPN	7.4	11,911,000
24	2	America's Election HQ	FOX NC	4.4	7,167,000
25		America's Election HQ	FOX NC	4.3	6,935,000
26		America's Election HQ	FOX NC	4.2	6,770,000
27		Hannah Montana Forever	DSNY	4.0	7,108,000
28		America's Election HQ	FOX NC	3.9	6,237,000
29		America's Election HQ	FOX NC	3.7	5,899,000
30		Shake It Up	DSNY	3.5	6,200,000
31		Family Guy	FOX NC	3.2	4,802,000
32		The Fox Report w/ S. Smith	FOX NC	3.0	4,525,000

43 Spring Break 2011

1. Format cells as accounting.
2. Apply borders to a cell range.

Activity Overview

Many students love to travel for spring break, but hate the high prices of airfare. However, many discounts are available for the student traveler. Besides buying student-discounted railway passes and staying at youth hotels, students also have access to lower-priced airline tickets.

The following activity illustrates how spreadsheets can be used to list student-discounted airfares for "hot spots" from various cities for Spring Break 2011. In this activity, you will format a range of numbers in cells as Accounting.

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 A1 to 16 point.

4. Format the width of columns A and B to 20.0 and column C to 16.0.

5. Format the height of row 3 to 48.0 and bold the row.

NEW SKILL ▶ 6. Format cells A3 – C3 with a thick border outline.

NEW SKILL ▶ 7. Format cells C4 – C14 as accounting displaying 2 decimal places and the $ symbol.

8. Insert a header that shows:

    a. Left Section   Activity 43-Student name

    b. Center Section   SPRING BREAK 2011

    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 SPRING BREAK.

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.

~~Print a copy of the spreadsheet if required by your instructor~~

Spring Break 2011

INPUT DATA

	A	B	C
1	Spring Break 2011 Student Airfares		
2			
3	Departing	Arriving	Round Trip Fare
4	Boston	Acapulco	504
5	Miami	Jamaica	308
6	San Diego	Cancun	504
7	Pittsburgh	Miami	227
8	Providence	Panama City, FL	253
9	Dallas	Bahamas	495
10	Chicago	South Beach, FL	295
11	Baltimore	Puerta Vallarta	514
12	New York City	Costa Rica	437
13	Los Angeles	Australia	902
14	Indianapolis	South Padre Island, TX	561