Unit 5: Working with Shapes & Elements

Top Liberal Arts Colleges

Working with Hyperlinks

Lesson Overview

You have decided on a college major, Liberal Arts. The next step is to narrow down the Liberal Arts Colleges you would like to research before selecting the one that is best for you. Luckily, each year, there is a publication that lists all top colleges by major. You decide to use this list to find the perfect match. The only thing missing from the list is the Website link.
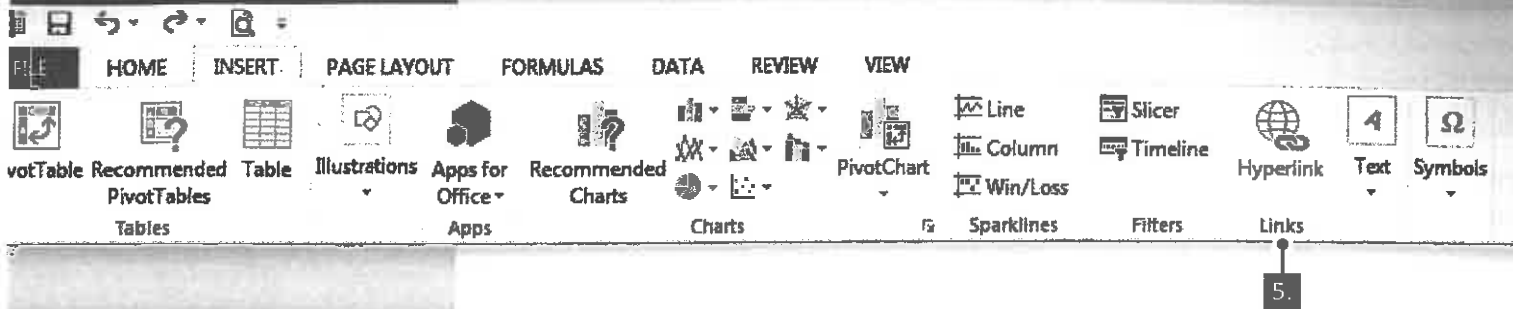
In this lesson, you will create a worksheet containing a list of colleges with information and a hyperlink for each college.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.
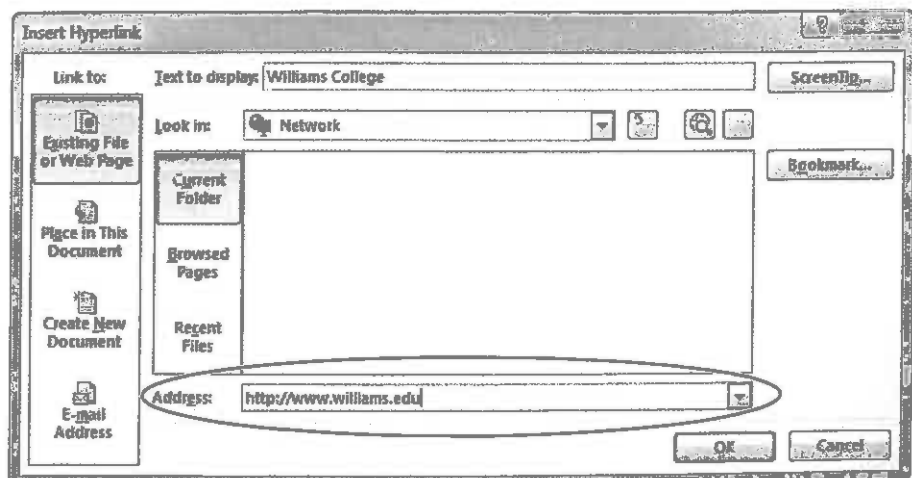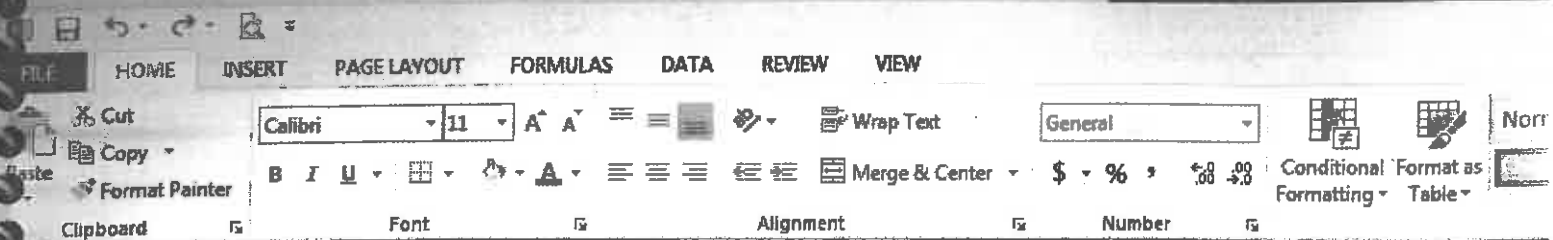
Hyperlink:
Use this icon to create a link in your document
for quick access to webpages and files.

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW

votTable	Recommended PivotTables	Table	Illustrations	Apps for Office	Recommended Charts		PivotChart	Line / Column / Win/Loss	Slicer / Timeline	Hyperlink	Text	Symbols
Tables				Apps	Charts			Sparklines	Filters	Links		

5.

Instructions

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

2. Save the file as *5.3 Top Liberal Arts Colleges* in your **My Excel Projects** folder.

   ⊘ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*

3. Key the data as shown in *5.3 Source Doc. A.*

4. Make the following formatting changes:

   a. Change the orientation to Landscape

   b. Insert a new blank row above row 2

   c. Change the font size of cell A1 to **16**

   d. Italicize cell A1

   e. Bold row 3

   f. Right align cells A3, D3, and E3

   g. Format column D for Accounting, 0 decimal places

   h. Format column E for Comma with thousands separator, 0 decimal places

5. From the **INSERT** tab, **Links** group, do the following:

   a. In cell B3, insert a **Hyperlink** to Williams College by keying the text [www.williams.edu] in the **Insert Hyperlink Address** box (as shown below)

b. Continue adding hyperlinks to the list of colleges in column B, using the Website addresses in the table below

Name of College	Website Address
Amherst College	www.amherst.edu
Swarthmore College	www.swarthmore.edu
Bowdoin College	www.bowdoin.edu
Middlebury College	www.middlebury.edu
Pomona College	www.pomona.edu
Carleton College	www.carleton.edu
Wellesley College	www.wellesley.edu
Claremont McKenna College	www.claremontmckenna.edu
Davidson College	www.davidson.edu
Haverford College	www.haverford.edu
United States Naval Academy	www.usna.edu
Vassar College	www.vassar.edu
Hamilton College	www.hamilton.edu
Washington and Lee University	www.wlu.edu
Harvey Mudd College	www.hmc.edu
Grinnell College	www.grinnell.edu
United States Military Academy	www.usma.edu
Wesleyan University	www.wesleyan.edu
Colgate University	www.colgate.edu

6. When complete, your worksheet should look similar to *5.3 Source Doc. B.*

7. Sort by Tuition & Fees from smallest to largest.

8. Add the text [- Sorted by Tuition & Fees] to the title in A1.

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

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

11. Your worksheet should look similar to *5.3 Source Doc. C.*

12. Print a copy if required.

5.3 Source Doc. A

	A	B	C	D	E
1	Top Ranked Liberal Arts Colleges				
2	Ranking	Name of College	Location	Tuition & Fees	Enrollment
3	1	Williams College	Williamstown, MA	46600	2052
4	2	Amherst College	Amherst, MA	46574	1817
5	3	Swarthmore College	Swarthmore, PA	44718	1552
6	4	Bowdoin College	Brunswick, ME	45446	1839
7	4	Middlebury College	Middlebury, VT	45314	2516
8	4	Pomona College	Claremont, CA	43580	1607
9	7	Carleton College	Northfield, MN	46167	2055
10	7	Wellesley College	Wellesley, MA	43554	2481
11	9	Claremont McKenna College	Claremont, CA	45625	1264
12	9	Davidson College	Davidson, NC	42849	1790
13	9	Haverford College	Haverford, PA	45426	1205
14	12	United States Naval Academy	Annapolis, MD	0	4536
15	13	Vassar College	Poughkeepsie, NY	47890	2406
16	14	Hamilton College	Clinton, NY	46080	1884
17	14	Washington and Lee University	Lexington, VA	44507	1838
18	16	Harvey Mudd College	Claremont, CA	46509	783
19	17	Grinnell College	Grinnell, IA	43656	1674
20	17	United States Military Academy	West Point, NY	0	4592
21	17	Wesleyan University	Middletown, CT	46944	2940
22	20	Colgate University	Hamilton, NY	46380	2871

Source: colleges.usnews.rankingsandreviews.com

Top Ranked Liberal Arts Colleges

Ranking	Name of College	Location	Tuition & Fees	Enrollment
1	Williams College	Williamstown, MA	$ 46,500	2,052
2	Amherst College	Amherst, MA	$ 46,574	1,817
3	Swarthmore College	Swarthmore, PA	$ 44,718	1,552
4	Bowdoin College	Brunswick, ME	$ 45,446	1,839
4	Middlebury College	Middlebury, VT	$ 45,314	2,516
4	Pomona College	Claremont, CA	$ 43,580	1,607
7	Carleton College	Northfield, MN	$ 46,167	2,055
7	Wellesley College	Wellesley, MA	$ 43,554	2,481
9	Claremont McKenna College	Claremont, CA	$ 45,625	1,264
9	Davidson College	Davidson, NC	$ 42,849	1,790
9	Haverford College	Haverford, PA	$ 45,426	1,205
12	United States Naval Academy	Annapolis, MD	$	4,536
13	Vassar College	Poughkeepsie, NY	$ 47,890	2,406
14	Hamilton College	Clinton, NY	$ 46,080	1,884
14	Washington and Lee University	Lexington, VA	$ 44,507	1,838
16	Harvey Mudd College	Claremont, CA	$ 46,509	783
17	Grinnell College	Grinnell, IA	$ 43,656	1,674
17	United States Military Academy	West Point, NY	$	4,592
17	Wesleyan University	Middletown, CT	$ 46,944	2,940
20	Colgate University	Hamilton, NY	$ 46,380	2,871