

# 1

## Social Networking

### New Skills

1. Enter data in a spreadsheet.
2. Identify cell addresses by placing the cursor in a specified cell address.
3. Save a spreadsheet.
4. Set the print area of a spreadsheet.

### Activity Overview

Through social networking, people can use networks of online friends and group memberships to keep in touch with current friends, reconnect with old friends, or create new friendships through similar interests or groups. Besides establishing important social relationships, social networking members can share their interests with other like-minded members by joining groups and forums. Some networking can also help members find a job or establish business contacts.

The following activity illustrates how spreadsheets can be used to log data to track social network results. In this spreadsheet, the top five social networking sites are listed, and the average age of users is documented.

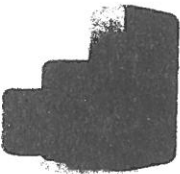
### Instructions

1. Create a NEW spreadsheet.  
★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown. Notice how the cell address changes with each new entry.
3. Carefully proofread your work for accuracy.
4. Save the spreadsheet as SOCIAL NETWORKING.
5. Set the Print Area of the spreadsheet to include cells A1 – D12.
6. Print a copy of the spreadsheet if required by your instructor.

**NEW SKILL** ▶

**NEW SKILL** ▶

**NEW SKILL** ▶



# Social Networking

**INPUT DATA**

	A	B	C	D
1	Activity 1 Student Name			
2	Top Five Social Networking Sites for 2010			
3				
4				
5				
6				
7	Ranking	Site	Average Age Per User	Minimum Age to Join
8	1	Facebook	38.4	13
9	2	MySpace	31.8	14
10	3	Bebo	28.4	13
11	4	Friendster	33.4	16
12	5	hi5	33.5	13

Source: <http://social-networking-websites-review.toptenreviews.com/>

# 2

## American Top 40 Music

### New Skills

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

**A**T40.com is a music Web site where people can find the latest top ten songs of the week and obtain information about various music artists. The top ten songs of the week are listed as well as the previous week's ranking for the same songs. American Top 40 also provides its Web site visitors with detailed entertainment news.

The following activity illustrates how spreadsheets can be used to organize 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.
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Center align the data in cells A6 – B18.
4. Right align the data in cells C6 – C18.
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.
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.

**NEW SKILL** ▶

**NEW SKILL** ▶

**NEW SKILL** ▶

**NEW SKILL** ▶



**American Top 40 Music**

**INPUT DATA**

	A	B	C	D	E	F
1	Activity 2 Student Name					
2	AMERICAN TOP 40 MUSIC					
3						
4	TOP SONGS FOR THE WEEK ENDING MARCH 19, 2011					
5						
6	RANK	RANK	WEEKS			
7	THIS	LAST	ON			
8	WEEK	WEEK	CHART	ARTIST		SONG
9	1	1	16	Enrique Iglesias		Tonight
10	2	2	17	Bruno Mars		Grenade
11	3	3	9	Pink		Perfect
12	4	6	5	Lady Gaga		Born This Way
13	5	4	9	Britney Spears		Hold It Against Me
14	6	5	22	Katy Perry		Firework
15	7	10	22	Cee-Lo Green		Forget You
16	8	9	19	Pitbull		Hey Baby
17	9	7	13	Far East Movement		Rocketeer
18	10	8	21	Chris Brown		Yeah 3X

Source: AT40.com and top40-charts.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.
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.

**NEW SKILL** ►



# Text Messaging

**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/>

# 4

## L.A. Lakers®

### New Skills

1. Change column widths to ensure cell data fits properly in columns.

### Activity Overview

The L.A. Lakers® are the 2009 – 2010 National Basketball Association® (NBA®) champions. In an epic game 7 of the 2010 finals, the Lakers® defeated their age-old rival, the Boston Celtics®, by a score of 83 to 79. The finals went down to the wire. After a tough first three quarters, the Lakers® rallied to score 30 points in the fourth quarter. Coach Phil Jackson designated Lakers® forward, Ron Artest, as MVP of the game, with 20 points scored, 2 three-pointers, and five rebounds.

Off the court, The L.A. Lakers® are very active in the Los Angeles community. The team's Foundation assists nonprofit community organizations based on need. It focuses on the use of sports to promote education, teamwork, and self-esteem among Los Angeles area youth.

The following activity illustrates how spreadsheets can be used to create a sports roster that lists the team's players, uniform numbers, positions, and the number of games played.

### 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 20 point.
4. Bold cell A3 and change the font size to 14 point.
5. Bold cells A9 and B8 – D9.
6. Format the width of column A to 20.0.
7. Format the width of columns B, C, and D to 10.0 and center align.
8. Carefully proofread your work for accuracy.
9. Save the spreadsheet as L.A. LAKERS.
10. Analyze the changes made to the data in the spreadsheet.
11. Set the Print Area to include all cells containing data in the spreadsheet.
12. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
13. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL ▶

NEW SKILL ▶



**L.A. Lakers®**

**INPUT DATA**

	A	B	C	D
1	Activity 4 Student Name			
2	N.B.A. CHAMPIONS			
3	L.A. LAKERS			
4	2010-2011 Roster			
5				
6	Head Coach: Phil Jackson			
7				
8		JERSEY	POSITION	GAMES
9	PLAYER	NUMBER	PLAYED	PLAYED
10	Kobe Bryant	24	G	23
11	Pau Gasol	16	F-C	23
12	Ron Artest	37	F	23
13	Derek Fisher	2	G	23
14	Lamar Odom	7	F	23
15	Andrew Bynum	17	C	23
16	Shannon Brown	12	G	23
17	Jordan Farmar	5	G	23
18	Adam Morrison	6	F	2
19	Sasha Vujacic	18	G	10
20	Didier Ilunga-Mbenga	28	C	3
21	Luke Walton	4	F	16
22	Josh Powell	21	F	13

Source: <http://www.nba.com/lakers/>



# 5

## Class Roster

### New Skills

1. Format cells to text.
2. Sort data in ascending order (A-Z).

### Activity Overview

A driver's education course is a critical component in producing safe and responsible drivers. Driver's education courses provide students with the tools necessary to minimize the chances of a vehicular accident and help to keep everyone on the road safe. Students gain valuable insight on driving responsibilities and develop good driving habits that should last a lifetime. Students learn about lights and signals, right of way and stop sign procedures, the proper distance to leave between vehicles, the implications of drinking and driving, the dangers of talking or texting on a cell phone while driving, and other information.

Driver's education instruction begins in the classroom and, after passing a written test, on-the-road instruction begins. This usually progresses from parking lots to back roads and unpopulated areas and then on to busier streets. After completing classroom and on-the-road instruction, a test is administered. Licensing and license renewal procedures vary by state.

The following activity illustrates how spreadsheets can be used to create the class roster of a driver's education course and then alphabetize the names.

### Instructions

1. Create a NEW spreadsheet.
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Bold cells A2 and A7.
4. Bold and underline cells B10 – E10.
- NEW SKILL ▶ 5. Select cells B12 – D35 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 12.0 and center align.
- NEW SKILL ▶ 10. To alphabetize students by their last names, select cells B12 – E35 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 CLASS ROSTER.
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.



# Class Roster

INPUT DATA

	A	B	C	D	E	F
1	Activity 5 Student Name					
2	Next Generation Driving School					
3	293 Broadway					
4	Preston, MN 55400					
5						
6						
7	January 2011 Class Roster					
8	Instructor: Craig Martin					
9						
10		LAST	FIRST	ID #	BIRTH DATE	
11						
12		Archer	David	23995	8/15/1993	
13		Baer	Rebecca	20053	1/13/1994	
14		Caciatore	Alfonso	35789	6/29/1995	
15		Conrad	Charles	59982	7/2/1995	
16		Franklin	Mary	33347	2/23/1993	
17		Hyland	Ann	11145	3/9/1994	
18		Zimmer	Lisa	99002	5/8/1995	
19		Nolan	Kenzie	40005	7/4/1992	
20		Nguyen	Dai	67777	6/22/1994	
21		Robbins	Brian	29078	7/11/1993	
22		Therrien	Meghan	34672	9/1/1995	
23		Sullivan	Aiden	90876	2/23/1994	
24		Madison	Olivia	56748	5/9/1992	
25		Northrup	Alexis	34578	1/29/1995	
26		Summers	Katrina	23344	5/15/1992	
27		Thew	Kevin	55432	4/29/1993	
28		Grover	Logan	97782	2/22/1992	
29		Englund	Maxine	34571	3/27/1995	
30		Garrity	Allan	11390	4/28/1995	
31		Iyamu	Van	89034	1/31/1994	
32		Kingman	Mia	34004	5/1/1990	
33		Parsons	Benjamin	23000	4/29/1994	
34		Smith	D'marcus	38921	1/31/1993	
35		Calvin	Bruce	88834	8/17/1991	