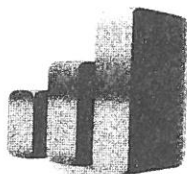# 16 CompUSA®

CᴏmpUSA® is one of the industry's top computer and computer product retailers whose success is built on a simple principle: take care of every customer like they are a member of our family.

There are a lot of features to consider when shopping for a Wii gaming console and its games and accessories. CompUSA® retail stores offer a unique service to assist customers with their purchasing decisions – touch-points on products on display that take the customer directly to that product's page on CompUSA.com where they can find specific information about that product.

The following activity illustrates how spreadsheets can be used to compute CompUSA's® Wii games discount prices including sales tax.

1. Create a NEW spreadsheet.

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

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. Bold cells C2 and C4 – D4 and left align.

8. Format cells B10 – F30 as numbers displaying 2 decimal places.

9. Format the height of rows 10 – 30 to 18.0.

10. Compute the formulas as follows for the first Wii game (assume the sales tax is 6.75%):

    a. SALE PRICE=LIST PRICE-DISCOUNT –> D10, type =B10-C10

    b. SALES TAX=SALES PRICE*6.75% –> In cell E10, type =D10*6.75%

    c. FINAL PRICE=SALE PRICE+SALES TAX –> In cell F10, type =D10+E10

11. Use the AutoFill feature to copy the formulas down for the remaining Wii games.

12. Insert a Page Header that shows:

    a. Left Section   Activity 16-Student Name

    b. Center Section   CompUSA

    c. Right Section   Current Date

13. Display formulas in your spreadsheet by using <CTRL> ` to check for accuracy.

14. Carefully proofread your work for accuracy.

15. Save the spreadsheet as COMPUSA.

NEW SKILL ▶ 16. Analyze the changes made to the data in the spreadsheet.

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

18. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.

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

INPUT **DATA**

	A	B	C	D	E	F
1						
2	CompUSA		Wii Games ON SALE 9/30/2010			
3	29339 Rte. 21 East					
4	Clearwater, FL 33332		Sales Rep:	Student's Name		
5						
6						
7		LIST		SALE	SALES	FINAL
8	WII GAMES	PRICE	DISCOUNT	PRICE	TAX	PRICE
9						
10	New Super Mario Bros. Galaxy II	45.99	4.60			
11	Bass Pro Shops - The Hunt (BP-6901)	37.99	3.80			
12	Madden NFL 10 - For Wii (E888-1608)	29.99	3.00			
13	AMF Bowling Pinbusters (BET-12650)	10.99	1.00			
14	Crazy Chicken Tales (CRA-00130)	18.99	1.90			
15	Overlord: Dark Legend (WAR-40269)	18.99	1.90			
16	Pinball Hall of Fame - The Gottlieb Collection	18.99	1.90			
17	Kid Adventures: Sky Captain (DPE-34018)	17.95	1.60			
18	Secret Files: Tunguska (SOU-00202)	18.99	1.90			
19	Neopets Puzzle Adventure NLA (CAP-35005)	18.99	1.90			
20	King of Clubs (CRA-50015)	16.99	1.70			
21	We Ski (NAM-80010)	18.99	1.90			
22	Rock Band (ELA-15897)	18.99	1.90			
23	Purr Pals (CRA-50011)	18.99	1.90			
24	Rock and Roll Adventures (CRA-00051)	18.99	1.90			
25	Harvey Birdman (CAP-35004)	19.95	2.00			
26	Monster Trux Arena (CRA-00052)	18.99	1.90			
27	Winter Sports - NLA (CRA-00074)	18.99	1.90			
28	Dave Mirra BMX Challenge (CRA-40004)	18.99	1.90			
29	Ultimate Board Game Collection (CRA-00123)	18.99	1.90			
30	Princess & the Frog (DIS-01627)	18.95	1.80			

Source: http://www.compusa.com

Excel It!

17

Facebook®

New Skills

1. Merge cells in a spreadsheet.
2. Insert a page footer.

Activity Overview

Founded in February 2004, Facebook® is a social utility that helps people communicate more efficiently with family, friends, and coworkers. Anyone can sign up for Facebook to interact with the people they know in a trusted environment. In late 2010, Facebook had over 500 million active users around the world.

The following activity illustrates how spreadsheets can be used to list information about the top most famous celebrities on Facebook®.

Instructions

1. Create a NEW spreadsheet.

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

2. Type the data as shown.

3. Use AutoFill to complete the number sequence in column A.

4. Format the width of column A to 6.0 and center align.

5. Format the width of columns B and C to 30.0 and left align.

6. Format the width of column D to 14.0 and right align.

NEW SKILL ▶ 7. Merge and center the text that is shown in cells B1 and B2 across columns B, C, and D.

8. Insert a header that shows:
   a. Left Section   Activity 17-Student Name
   b. Center Section   FACEBOOK CELEBRITIES
   c. Right Section   Current Date

NEW SKILL ▶ 9. Insert a footer that shows:
   a. Center Section   PAGE number

10. Carefully proofread your work for accuracy.

11. ~~Save the spreadsheet as FACEBOOK.~~

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.~~

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

Facebook©

INPUT **DATA**

	A	B	C	D
1		Top Facebook® Celebrities		
2		July 5, 2010		
3				
4	Rank	Celebrity	Career	Number of Fans
5	1	Lady Gaga	Singer	10,759,207
6	2	Vin Diesel	Actor, Writer, Director, Producer	10,163,990
7		Barack Obama	President of the U.S.A.	9,861,349
8		Megan Fox	Actress, Model	8,496,626
9		Hugh Laurie	Actor	7,073,943
10		Linkin Park	Singing Group	7,006,074
11		Lil Wayne	Singer	6,629,611
12		Cristiano Ronaldo	Portuguese Football	6,817,146
13		Justin Bieber	Singer	6,456,711
14		Taylor Swift	Singer	6,240,561

Check all prior activities to make sure they're correct! ☺

Source: http://news.xinhuanet.com/english2010/photo/2010-07/07/c_13387844.htm

18 Colleges

1. Format text direction.

Activity Overview

The process of researching and selecting a college to attend can be both daunting and exciting at the same time, and may very well be the most important lifetime task you will undertake. The Web is a powerful tool that provides information about colleges and streamlines the application process. A critical part of getting into college is to take one of the standardized admission tests, such as the Scholastic Aptitude Test (SAT) and the American College Test (ACT). Four steps to be followed are: 1) research your college options, 2) stay on schedule (adhere to the timelines), 3) take the tests, and 4) apply to schools.

The following activity illustrates how spreadsheets can be used to list information about the colleges researched.

Instructions

1. Create a NEW spreadsheet.

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

2. Type the data as shown.

3. Bold row 3.

4. Bold cell A1 and change the font size to 20 point.

5. Format the width of column A to 30.0 and left align.

6. Format the width of column B to 6.0 and center align.

7. Format the width of column C to 10.0 and right align.

8. Format the width of columns D – F to 20.0 as numbers displaying 0 decimal places with a comma separator and right align.

NEW SKILL ▶ **9.** Format the headings in columns D – F so the text orientation is set to 45 degrees.

10. Insert a header that shows:
   a. Left Section   Activity 18-Student Name
   b. Center Section   TOP 15 COLLEGES IN THE U.S.
   c. Right Section   Current Date

11. Insert a footer that shows:
   a. Center Section   PAGE number

12. Carefully proofread your work for accuracy.

13. ~~Save the spreadsheet as TOP COLLEGES.~~

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. Set the Page Orientation to Landscape.~~

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

Colleges

INPUT **DATA**

	A	B	C	D	E	F
1	Top 15 Colleges in the U.S.					
2						
3	COLLEGE/UNIVERSITY	STATE	SETTING	Fall 2009 Students	2010-2011 Tuition and Fees	Room and Board
4	Carleton College	MN	Rural	2009	41304	10806
5	Claremont McKenna College	CA	Suburban	1217	40230	13000
6	Columbia University	NY	Urban	7743	43304	10570
7	Harvard University	MA	Urban	6655	38416	12308
8	Haverford College	PA	Suburban	1190	40624	12346
9	Pomona College	CA	Suburban	1550	38394	12936
10	Princeton University	NJ	Suburban	5113	36640	11940
11	Smith College	MA	Urban	2614	38898	13000
12	Stanford University	CA	Suburban	6602	39201	11876
13	Swarthmore College	PA	Suburban	1525	39600	11900
14	Washington and Lee University	VA	Rural	1759	40387	10243
15	Wellesley College	MA	Suburban	2324	39666	12284
16	Wesleyan University	CT	Urban	2787	42084	11592
17	Williams College	MA	Rural	2067	41434	10906
18	Yale University	CT	Urban	5275	38300	11500

Source: http://colleges.usnews.rankingsandreviews.com/best-colleges/

19 Concerts

1. Change column widths using AutoFit.
2. Format cells as currency.

Activity Overview

Any regular concert attendee knows that the place to buy tickets is Ticketmaster®. Ticketmaster.com® is hands-down the leading e-commerce site distributing tickets for theaters, stadiums, arenas, and clubs all around the country. The company offers many interesting conveniences for its customers. With everything from TicketFast®, an e-mail ticket delivery system, to Ticketmaster® auctions, Ticketmaster® provides easy and secure access to millions of tickets each year.

The following activity illustrates how spreadsheets can be used to list the hottest concerts along with their venue, location, date, and ticket price.

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 A1 and change the font size to 16 point.
4. Bold, underline, and center align row 3.

NEW SKILL ▶ 5. Format columns A – F to AutoFit so that when the data entered is changed, the column width will automatically adjust.

6. Format cells A4 – C13 to left align, and cells D4 – F13 to right align.
7. Format column D as dates showing the day and month spelled out. **Example:** "Sunday, June 4, 2010."
8. Format column E as time showing HH:MM PM.

NEW SKILL ▶ 9. Format column F as currency displaying 2 decimal places and the $ symbol.

10. Insert a header that shows:
    a. Left Section   Activity 19-Student Name
    b. Center Section   CONCERTS
    c. Right Section   Current Date
11. Insert a footer that shows:
    a. Center Section   PAGE number
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as CONCERTS.
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. Set the Page Orientation to Landscape.
17. Print a copy of the spreadsheet if required by your instructor.

Concerts

INPUT **DATA**

	A	B	C	D	E	F
1	Hot Tickets from Ticketmaster.com					
2						
3	Event	Venue	Location	Date	Time	Highest Priced Ticket
4	Lady Gaga	Boardwalk Hall	Atlantic City, NJ	2/19/2011	8:00 PM	213.1
5	Michael Buble	Giant Center	Hershey, PA	11/23/2010	8:00 PM	102.1
6	Dave Matthews Band	HSBC Arena	Buffalo, NY	11/2/2010	7:00 PM	67.5
7	Trans-Siberian Orchestra	Covelli Centre	Youngstown, OH	11/3/2010	4:00 PM	68.5
8	Miami Heat	American Airlines Arena	Miami, FL	10/5/2010	7:30 PM	270.1
9	Elton John & Leon Russell	Beacon Theatre	New York, NY	10/19/2010	8:00 PM	189
10	Usher	KeyArena	Seattle, WA	11/10/2010	7:30 PM	116.51
11	Bob Dylan	Arena at the Don Taft University Center	Davie, FL	10/6/2010	8:00 PM	59.25
12	Roger Waters	TD Garden	Boston, MA	10/3/2010	8:00 PM	268.2
13	Jeff Dunham	RBC Center	Raleigh, NC	10/7/2010	7:30 PM	55

Source: Ticketmaster.com

Excel It!

20 Reality TV

New Skills

1. Use text wrap within cells.

Activity Overview

Reality TV has become one of the most popular TV show genres of all time. This surprises many people since television is historically known for allowing actors and actresses to portray characters and tell stories. Reality TV takes the acting out of the mix and features everyday people in a variety of situations. Shows can be competitive (Survivor®), zany (Wipeout®), or even informative (MythBusters®). The stars are not trained actors, and the stories they tell are not scripted. Critics claim that many so-called reality shows are not real at all and attribute the drama these shows elicit to crafty editing. In any case, viewers are watching, and it looks like reality TV is here to stay.

The following activity illustrates how spreadsheets can be used to list information about the most popular reality TV shows of 2010.

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 height of row 3 to 30.0 and bold the row.
5. Format the width of column A to 40.0 and left align.
6. Format the width of column B to 13.0 and center align.
7. Format the width of column C to 11.0 and center align.

NEW SKILL ▶ 8. Format column C to wrap the text within each cell.
9. Format the height of rows 4 – 20 to 40.0.
10. Insert a header that shows:
   a. Left Section   Activity 20-Student Name
   b. Center Section   REALITY TV
   c. Right Section   Current Date
11. Insert a footer that shows:
   a. Center Section   PAGE number
12. Carefully proofread your work for accuracy.

~~13. Save the spreadsheet as REALITY TV.~~

~~14. Analyze the changes made to the data in the spreadsheet.~~

Proofread all activities!

Reality TV

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.

INPUT **DATA**

	A	B	C	D	E
1	Most Popular 2010 Reality TV Shows				
2					
3	Show	Year Start/End	Airs		
4	Survivor	2000	Wednesdays at 8:00 pm on CBS		
5	America's Next Top Model	2003	Wednesdays at 8:00 pm on the CW		
6	America's Got Talent	2000	Tuesdays at 8:00 pm on NBC		
7	The Oprah Winfrey Show	1986	Weekdays at 4:00 pm on Syndicated		
8	Big Brother	2000	Thursdays at 8:00 pm on CBS		
9	The Colony	2009/2009	Originally aired on Discovery		
10	Jersey Shore	2009	Thursdays at 10:00 pm on MTV		
11	Keeping up with the Kardashians	2007	Sundays at 10:00 pm on E!		
12	Wipeout	2008	Tuesdays at 8:00 pm on ABC		
13	American Chopper	2003	Thursdays at 9:00 pm on TLC		
14	Top Chef	2006	Wednesdays at 9:00 pm on Bravo		
15	Ghost Hunters	2004	Wednesdays at 9:00 pm on SyFy		
16	The Ellen DeGeneres Show	2003	Weekdays at 3:00 pm on NBC		
17	The Real World	1992	Wednesdays at 10:00 pm on MTV		
18	19 Kids and Counting	2008	Mondays at 10:00 pm on TLC		
19	The Amazing Race	2001	Sundays at 8:00 pm on CBS		
20	The Hills	2006	Tuesdays at 10:00 pm on MTV		

Source: http://www.tv.com/reality/genre/9/summary.html