

31-1

Verizon Wireless®

New Skills

1. Use the absolute cell reference in a formula.

Activity Overview

Verizon Wireless® operates the nation's largest and most reliable wireless voice and 3G network. Headquartered in Basking Ridge, N.J., Verizon Wireless® is a joint venture of Verizon Communications® and Vodafone®. A leader in wireless voice and data services, the company built the nation's first wide-area wireless broadband network, delivered the nation's first wireless consumer 3G multimedia service, and launched the most comprehensive mobile music service in the world. As of October 2010, they service 99.7 million customers and have 79,000 employees.

The following activity illustrates how spreadsheets can be used to calculate percentage of sales for each Smartphone purchased with a two-year contract as it relates to the total sales for the week.

Instructions

1. *Open & 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 16 point.
4. Bold and underline rows 12 and 35.
5. Bold cell E11.
6. Format the width of column A to 35.0 and left align.
7. Format the width of columns B – D to 15.0 and right align.
8. Format cells B14 – D35 as numbers displaying 2 decimal places with a comma separator.
9. Format the width of column E to 15.0 and right align.
10. Format cells E14 – E35 as percentages displaying 2 decimal places.
11. Compute the total for column B, SALES → In cell B35, type =SUM(B14:B33)
12. Compute the formulas for the first Smartphone as follows:
 - a. TAX=8.625%*SALES → In cell C14, type =8.625%*B14
 - b. TOTAL=SALES+TAX → In cell D14, type =B14+C14
 - c. % OF SALES=SALES/TOTAL SALES → In cell E14, type =B14/\$B\$35
- * Note: The dollar signs in the % OF SALES formula generates the absolute cell reference.
13. Use the AutoFill feature to copy the formulas down for the remaining Smartphones.
14. Enter formulas to total columns C – E.
15. Carefully Proofread work for accuracy
16. Correct all grammar & capitalization
17. CTRL+S to SAVE WORK

NEW SKILL

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Sheet Tab:

Verizon Wireless®

INPUT DATA

	A	B	C	D	E
1	Activity Student Name				
2	VERIZON WIRELESS®				
3	HOLLYWOOD AT VINE				
4	1503 Vine Street				
5	Hollywood, CA 90028				
6					
7					
8	Smartphone Sales with Two-Year Agreements				
9	December 13-19, 2010				
10					
11					
12	SMARTPHONE	SALES	TAX	TOTAL	% OF SALES
13					
14	Droid X by Motorola	3729.52			
15	Blackberry® Bold™ 9650	2718.36			
16	Droid Incredible by HTC	1893.18			
17	HTC Ozone™	2129.67			
18	Palm® Pixi™ Plus	2818.04			
19	Blackberry® Curve™ 8630	3391.12			
20	Blackberry® Curve™ 3G 9330	1926.56			
21	Palm® Pre™ Plus	986.33			
22	Blackberry® Tour™ 9630	1897.12			
23	HTC Imagio™	1349.55			
24	Samsung Omnia® II	772.02			
25	LG Ally™	1429.86			
26	Motorola Devour™ with Motoblur™	1383.12			
27	Droid by Motorola (preowned)	346.18			
28	LG Fathom™	532.25			
29	HTC Ozone with TALKS™	989.99			
30	Blackberry® Storm2™ 9550	1723.82			
31	Blackberry® Bold™ 9650 without camera	229.18			
32	Droid 2 by Motorola	1009.18			
33	Samsung Fascinate™ a Galaxy™	879.45			
34					
35	TOTALS				

Source: verizonwireless.com

Music Sales in U.S.

New Skills

1. Format font colors.

Activity Overview

In 2008 and 2009, music sales in the United States exceeded \$1.5 billion making it five consecutive years that music sales had exceeded \$1 billion. Digital music accounted for forty percent of the 2009 music purchases. There's a lot of competition among the online music stores, and Napster, Zune Marketplace, Amazon MP3, Nokia Music Store, Tune Tribe, and the other online music stores have very steep competition from iTunes. Apple's first quarter 2010 report showed that iTunes had cornered 70% of the digital download market, leaving its many competitors behind in the digital dust.

The following activity illustrates how spreadsheets can be used to list 2009 and 2008 album sales by genre in the United States and calculate the percentage of change in sales.

Instructions

1. ~~Create a new spreadsheet.~~ *OPEN EXCEL TUTORIALS*
- * 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 14 point.
4. Bold and underline row 4.
5. Bold row 18.
6. Format the width of column A to 30.0 and left align.
7. Format the width of columns B and C to 15.0 and right align.
8. Format the width of column D to 15.0 and center align.
9. Format cells B5 – C18 as currency displaying 0 decimal places and the \$ symbol.
10. Format cells D5 – D16 as percentages displaying 1 decimal place.
11. Compute the formula for the first genre as follows:
 - a. PERCENTAGE OF CHANGE=2009 SALES-2008 SALES/2008 SALES → In cell D5, type =(B5-C5)/C5
12. Use the AutoFill feature to copy the formula down for the remaining genres.
13. Change the font color of cells D5 – D16 to red.
14. Enter formulas to calculate the TOTAL for columns B and C.
15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
16. Carefully proofread your work for accuracy.

NEW SKILL



→ Always proof work!

32-32

Music Sales in U.S.

Follow Steps 17-19

- 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.

INPUT DATA

	A	B	C	D
1	Activity <i>32</i> Student Name			
2	U.S. ALBUM SALES BY GENRE			
3				
4	GENRE	2009 SALES	2008 SALES	% OF CHANGE
5	Alternative	68,195,000	80,919,000	
6	Christian/Gospel	27,822,000	29,793,000	
7	Classical	12,140,000	13,323,000	
8	Country	46,130,000	47,657,000	
9	Jazz	11,779,000	11,791,000	
10	Latin	16,496,000	25,125,000	
11	Metal	38,734,000	50,476,000	
12	New Age	2,354,000	2,943,000	
13	R&B	69,889,000	77,014,000	
14	Rap	26,441,000	33,410,000	
15	Rock	124,164,000	139,666,000	
16	Soundtrack	18,980,000	20,847,000	
17				
18	TOTAL			

Top 10 Candy Bars

Skills

1. Insert columns.
2. Move columns.

3. Using Symbols

Activity Overview

If you're a serious chocoholic, then you know what your favorite brand of chocolate bar is. The top 10 chocolate bars listed have sustained their ranking for several years now and have been popular since the early 1900s. Their positions have varied on the list during recent years; that is why companies regularly come up with different ways to promote their chocolates just to hold onto their position as one of the top 10 chocolates in the United States. Many online wholesalers market all of these candy bars in bulk, making the cost per unit lower and the savings "oh so sweet" to their customers.

The following activity illustrates how spreadsheets can be used to list the top 10 bestselling chocolate bars and the average savings for purchasing through various online distributors.

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 18 point.
4. Format the width of column A to 10.0.
5. Center align cells A5 – A14.
6. Format the width of column B to 25.0 and center align.
7. Format the width of columns C – G to 22.0 and center align.
8. Center align, bold, and underline row 4.
9. Format cells C5 – E14 as currency displaying 2 decimal places and the \$ symbol.
10. Use the AutoFill feature to complete the numbering sequence in column A to RANK the candy bars.
11. Compute the formulas for the first candy bar as follows (assume the average discount is 15%):
 - a. WHOLESALE DISCOUNT=36 COUNT PRICE*15% → In cell D5, type =C5*15%
 - b. WHOLESALE PRICE=36 COUNT PRICE-WHOLESALE DISCOUNT → In cell E5, type =C5-D5
12. Use the AutoFill feature to copy the formulas down for the remaining candy bars.

#13 - #15 on the back with data table.

A	B	C	D	E	F	G	
1	TOP 10 CANDY BARS						
2							
3							
4	RANK	CANDY BAR NAME	36 COUNT PRICE	WHOLESALE DISCOUNT	WHOLESALE PRICE	DATE INTRODUCED	CALORIE COUNT
5	1	Snickers®	32.95			1930	280
6	2	Reese's Peanut Butter Cups®	27.18			1923	260
7	3	Kit Kat®	33.79			1935	210
8	4	Butterfinger®	31.50			1923	270
9	5	Milky Way®	32.28			1923	260
10	6	3 Musketeers®	28.82			1932	260
11	7	Baby Ruth®	31.15			1920	280
12	8	M&M's®	32.75			1941	240
13	9	Oh Henry®	33.22			1921	260
14	10	Hersey Bar®	29.95			1900	270

Top 10 Candy Bars



33

Top 10 Candy Bars

NEW SKILL

13. Insert a column between column B, CANDY BAR NAME, and column C, 36 COUNT PRICE. Then, move the CALORIE COUNT column to the newly created column and change the column width to 18.0. The CALORIE COUNT data should now be in column C.

14. Insert a header that shows:

a. Left Section Activity 33-Student Name

b. Center Section TOP 10 CANDY BARS

c. Right Section Current Date

15. Insert a footer that shows:

a. Center Section PAGE Number

33



34 34

Expense Report ← Sheet Tab Name

New Skills

1. Insert a page break in a spreadsheet.

Activity Overview

Companies generate income, expense, and other financial reports periodically throughout the fiscal year, culminating in end-of-the-year financial statements that provide a snapshot of the company's financial situation at that time. It is important for companies to maintain correct financial data so that the financial reports are accurate.

The following activity illustrates how spreadsheets can be used to record the expenses of a small company, Mike's Bike Rentals, so that the owner can analyze the expenses of the last six months of 2010 compared to the same period in 2009, and perhaps devise some ways to cut operating costs.

Instructions

Read: →

1. ~~Create a new spreadsheet.~~ **OPEN EXCEL TUTORIALS**
- * Unless otherwise stated, the font should be 10 point Arial.
2. Type the data as shown. To save time, copy and paste the data in cells A1 – A23 to cells A28 – A50.
3. Enter your name as the accountant in cells B7 and B34.
4. Format the width of column A to 22.0 and left align.
5. Format the width of columns B – H to 14.0 and right align.
6. Bold cells D5 and D32.
7. Bold rows 1, 5, 7, 23, 28, 32, 34, and 50.
8. Bold and underline rows 11 and 38.
9. Format cells B13 – H23 and B40 – H50 as numbers displaying 0 decimal places with a comma separator.
10. In cells H13 and H40, enter SUM formulas to compute the total for each expense item.
11. Use the AutoFill feature to copy the formulas in cells H13 and H40 down to compute the totals of the other expenses.
12. In cells H23 and H50, use the AutoSum feature to compute the total expenses for the six month period.
13. Bold column H.
14. At cell A28, insert a Page Break. This will force each expense report to print on a separate page.
15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
16. Carefully proofread your work for accuracy.
17. ~~Save the spreadsheet as EXPENSE REPORT.~~
18. Analyze the changes made to the data in the spreadsheet. ← Review!

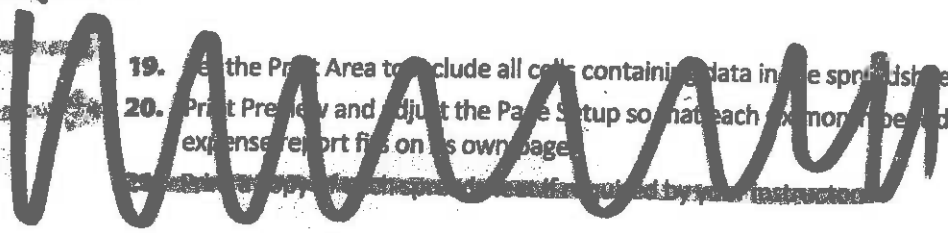
NEW SKILL ►



Expense Report

Look ←

19. Use the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that each person has their own expense report file on its own page.



INPUT DATA

	A	B	C	D	E	F	G	H
1	MIKE'S BIKE RENTALS		Activity 34 Student Name					
2	200 Thames Street							
3	Newport, RI 02840							
4								
5	EXPENSE REPORT			2010				
6								
7	ACCOUNTANT:	Student Name						
8								
9								
10								
11	EXPENSE CATEGORY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
12								
13	Payroll	3257	3102	3109	2832	2732	3570	
14	Payroll Taxes	825	758	752	690	598	945	
15	Advertising (yellow pages)	125	125	125	125	125	125	
16	Rent	1000	1000	1000	1000	1000	1000	
17	Supplies	325	175	98	142	275	135	
18	Insurance	825	825	825	825	825	825	
19	Alarm System	150	150	150	150	150	150	
20	Electricity	77	74	68	71	79	85	
21	Telephone	61	59	45	57	63	70	
22								
23	TOTAL							
24								
25								
26								
27								
28	MIKE'S BIKE RENTALS		Activity 34 Student Name					
29	200 Thames Street							
30	Newport, RI 02840							
31								
32	EXPENSE REPORT			2009				
33								
34	ACCOUNTANT:	Student Name						
35								
36								
37								
38	EXPENSE CATEGORY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
39								
40	Payroll	3247	3230	3200	2627	2645	3024	
41	Payroll Taxes	830	802	795	645	584	750	
42	Advertising (yellow pages)	115	115	115	115	115	115	
43	Rent	900	900	900	900	900	900	
44	Supplies	210	175	432	315	207	88	
45	Insurance	760	760	760	760	760	760	
46	Alarm System	125	125	125	125	125	125	
47	Electricity	65	59	71	80	75	65	
48	Telephone	54	49	77	112	88	61	
49								
50	TOTAL							

ACTIVITY 34: EXPENSE REPORT**New Skills Reinforced:**

In this activity, you will practice how to:

1. insert a page break in a spreadsheet.

Activity Overview:

Many companies send their employees on business trips. Companies will reimburse their staff for expenses incurred in the performance of their job. Travel and other personal expenses can be reimbursed only by submitting a properly completed and approved expense report. This report must be accompanied by original receipts and paid invoices. Travel claims usually are submitted within 30 working days following the completion of each trip. Reports that are not properly completed will be returned to the claimant or the supervisor for clarification.

The following activity illustrates how spreadsheets can be used to create employee expense reports. Please note that when employees use their own cars to conduct on-the-job duties, they are usually reimbursed a certain amount per each mile driven. In this example, the employee is reimbursed 40.5 cents per mile.

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. To save time, copy and paste the data in cells A1 – A23 to cells A28 – A50.
3. Enter your name as the employee in cells B7 and B34.
4. Format the width of column A to 22.0 and left align.
5. Format the width of columns B – G to 10.0 and right align.
6. Bold rows 1, 5, 7, 23, 28, 32, 34, and 50.
7. Bold and underline rows 11 and 38.
8. Compute the TOTAL for Car Miles in the first expense report as follows:
In cell G13, type =SUM(B13:F13)*0.405
9. In cells G14 – G21, enter SUM formulas to compute the totals for the remaining expenses.
10. Compute the TOTAL for Car Miles in the second expense report as follows:
In cell G40, type =SUM(B40:F40)*0.405
11. In cells G41 - G48, enter SUM formulas to compute the totals for the remaining expenses.
12. In cells G23 and G50, use the AutoSum feature to compute the total expense for each expense report.
13. Bold column G.
14. At cell A28, insert a Page Break. This will force the two expense reports to print on separate pages.
15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
16. Carefully proofread your work for accuracy.
17. Save the spreadsheet as EXPENSE REPORT.

NEW SKILL

ACTIVITY 34: EXPENSE REPORT DATA SPREADSHEET



	A	B	C	D	E	F	G
1	CASTLETON AGENCY		Activity 34 Student Name				
2	1910 S Jamestown Avenue						
3	Tulsa, OK 74112						
4							
5	EXPENSE REPORT 2						
6							
7	EMPLOYEE NAME:	Student Name					
8							
9							
10							
11	EXPENSES	11/6/2006	11/7/2006	11/8/2006	11/9/2006	11/10/2006	TOTALS
12							
13	Car Miles @ \$0.405	212	54	48	46	230	
14	Hotel	123.28	123.28	123.28	123.28	0.00	
15	Breakfast	0.00	11.86	13.82	11.28	17.36	
16	Lunch	22.32	18.96	65.21	75.32	26.11	
17	Dinner	36.54	128.32	245.88	45.36	0.00	
18	Entertainment	69.36	123.25	48.35	156.78	0.00	
19	Dry Cleaning	0.00	24.00	0.00	18.00	0.00	
20	Printing	86.32	0.00	0.00	48.25	0.00	
21	Misc.	0.00	11.36	14.30	0.00	12.36	
22							
23	TOTAL						
24							
25							
26							
27							
28	CASTLETON AGENCY		Activity 34 Student Name				
29	1910 S Jamestown Avenue						
30	Tulsa, OK 74112						
31							
32	EXPENSE REPORT						
33							
34	EMPLOYEE NAME:	Student Name					
35							
36							
37							
38	EXPENSES	12/4/2006	12/5/2006	12/6/2006	12/7/2006	12/8/2006	TOTALS
39							
40	Car Miles @ \$0.405	321	89	78	106	412	
41	Hotel	146.37	146.37	146.37	146.37	0.00	
42	Breakfast	0.00	15.36	18.54	12.36	65.35	
43	Lunch	42.36	28.36	125.32	28.26	15.23	
44	Dinner	65.32	254.36	22.36	225.36	0.00	
45	Entertainment	25.36	0.00	0.00	45.36	0.00	
46	Dry Cleaning	45.00	0.00	0.00	15.00	0.00	
47	Printing	0.00	0.00	0.00	128.04	0.00	
48	Misc.	10.00	0.00	12.89	0.00	6.36	
49							
50	TOTAL						

35

Billboard.com®

New Skill

1. Delete Columns.
2. Use <CTRL>+D to duplicate data in cells.

Billboard.com® charts the weekly popularity of songs or albums in the United States and publishes the results in *Billboard* magazine. The two primary charts are the Hot 100 (top 100 singles) and the Billboard 200 (top 200 albums). The Hot 100 is the music industry's standard singles popularity chart, and the rankings are based on both sales and radio play. The Billboard 200 ranks the 200 highest-selling music albums and the rankings are based solely on sales. The number one album on the Billboard 200 in the November 13, 2010 issue of *Billboard* magazine was "Speak Now" by Taylor Swift.

The following activity illustrates how spreadsheets can be used to make a list of the current top selling albums by genre.

1. Create a NEW spreadsheet.
- * Unless otherwise stated, the font should be 10 point Arial.
2. Type the data as shown.
3. Delete the empty column D.
4. Format the width of column A to 15.0 and left align.
5. Format the width of columns B, C, and D to 30.0 and left align.
6. Format column B as dates showing the day and month spelled out.
Example: "Monday, February 14, 2011."
7. Select cells A6 – B10 and duplicate the data by pressing <CTRL>+D. Repeat the same procedure for cells A15 – B19, A24 – B28, A33 – B37, and A42 – B46.
8. Bold cell A1 and change the font size to 20 point.
9. Bold rows 5, 14, 23, 32, and 41.
10. Insert a header that shows:
 - a. Left Section Activity 35-Student Name
 - b. Center Section TOP 5 ALBUMS BY GENRE
 - 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 BILLBOARD.COM.
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. *Ask for help, if needed.*
- ~~17. Print a copy of the spreadsheet if required by your instructor.~~

NEW SKILL

NEW SKILL



Billboard.com®

INPUT DATA

	A	B	C	D	E
1	BILLBOARD.COM				
2	Top 5 Albums by Genre - November 13, 2010				
3					
4					
5	GENRE	DATE	ARTIST		ALBUM
6	Alternative	11/13/2010	Kings of Leon		Come Around Sundown
7			Mumford & Sons		Sigh No More
8			Linkin Park		A Thousand Suns
9			Senses Fail		Fire
10			Florence + The Machine		Lungs
11					
12					
13					
14	GENRE		ARTIST		ALBUM
15	Country	11/13/2010	Taylor Swift		Speak Now
16			Sugarland		The Incredible Machine
17			Darius Rucker		Charleston, SC 1966
18			The Band Perry		The Band Perry
19			Kenny Chesney		Hemingway's Whiskey
20					
21					
22					
23	GENRE		ARTIST		ALBUM
24	Rap	11/13/2010	Lil Wayne		I Am Not A Human Being
25			Eminem		Recovery
26			Waka Flocka Flame		Flockavelli
27			Rick Ross		Teflon Don
28			Drake		Thank Me Later
29					
30					
31					
32	GENRE		ARTIST		ALBUM
33	R&B/Hip-Hop	11/13/2010	Lil Wayne		I Am Not A Human Being
34			Waka Flocka Flame		Flockavelli
35			Rick Ross		Teflon Don
36			Drake		Thank Me Later
37			Fantasia		Back to Me
38					
39					
40					
41	GENRE		ARTIST		ALBUM
42	Rock	11/13/2010	Kings of Leon		Come Around Sundown
43			Elton John/Leon Russell		The Union
44			Mumford & Sons		Sigh No More
45			Third Day		Move
46			Linkin Park		A Thousand Suns

Source: <http://www.billboard.com/charts>

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.

ACTIVITY OVERVIEW

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.

Instructions

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

Print a copy of the spreadsheet with a watermark by your instructor.



Original 13 States 2

INPUT DATA

A		B		C		D	
1	Original 13 States						
2							
3	State	Abbreviation		License Plate Slogan		Flower	
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	Nickname	Motto			
4	Constitution State	He who is transplanted still sustains		Date of Statehood	
5	The First State	Liberty and Independence		1/9/1788	
6	Peach State	Wisdom, Justice, and Moderation		12/7/1787	
7	Old Line State	Manly Deeds, Womanly Words		1/2/1788	
8	Bay State	By the sword we seek peace, but peace only under liberty		4/28/1788	
9	The Granite State	Live free or die		2/6/1788	
10	Garden State	Liberty and Prosperity		6/21/1788	
11	Empire State	Excelsior		12/18/1787	
12	Old North State	To be, rather than to seem		7/26/1788	
13	Keystone State	Virtue, Liberty, and Independence		11/21/1789	
14	Ocean State	Hope		12/12/1787	
15	Palmetto State	Prepared in mind and resources / While I breathe I hope		5/29/1790	
16	Old Dominion State	Thus Always to Tyrants		5/23/1788	
				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:

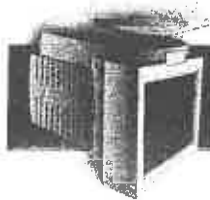
Choosing a career is one of life's biggest decisions. With so many career choices to pick from, most students find it difficult to decide what they want to be when they grow up. Many students start their search with an interest inventory. An interest inventory asks questions that help organize a person's 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 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	Dislike work place restrictions
4	1	Software Developer	Investment Banker	Computer Programmer
5	2	Physicist	Financial Analyst	Artist
6		Diplomat	Management Consultant	Writer
7		Journalist	Construction Manager	Actor
8		Architect	Banker	Petroleum Engineer
9		Benefits Administrator	Service Sales Representative (potentially)	Coach
10		Physician	Stockbroker	Philosopher
11		Computer Programmer	Court Reporter	Zoologist
12		Teacher	Carpenter	Anthropologist
13		Writer	Marketing Executive	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	Restaurateur	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>