

# 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."
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.
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.
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.

NEW SKILL ▶

NEW SKILL ▶



# 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

TABLE 39-2

Music Genres		
Artist	Album	Genre
Weezer	Death to False Metal	Pop/Rock
Brian Enc	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

# 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.
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.

**NEW SKILL** ▶



