ACTIVITY 52: MORTGAGE CALCULATOR

New Skills Reinforced:

In this activity, you will practice how to:

1. use the Payment (PMT) function.

Activity Overview:

Assume that you work for the American Mortgage Co. Your clients constantly want to know how much their monthly mortgage payment will be for different loan amounts. When people apply for a mortgage loan, it is often necessary to calculate the payment to be paid every month for a given period. Knowing how to calculate different mortgages based on varying years and interest rates will help you decide which mortgage is right for your clients based on how much they can afford to pay each month.

In the following activity, you will be using the Payment (PMT) function to compute mortgage payments. The Payment function is used to calculate the payment for a loan based on constant payments and a fixed interest rate.

To use the Payment function, you will need values referenced for the following:

Rate This is the interest rate for the loan.

Nper This is the total number of payments for the loan.

Pv This is the present value, or the total amount that a series of future payments is worth now, also known as the principal.

Instructions:

1. Create a NEW spreadsheet.

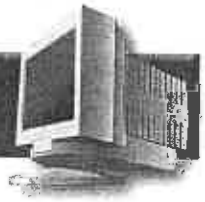
   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Bold rows 1 – 15.
4. Change the font size of cell A1 to 16 point.
5. Format the width of columns A – F to 16.0.
6. Format cell C4 as percentages displaying 3 decimal places.

NEW SKILL

7. In cell B16, enter the formula =PMT($C$4/12,B$11,-$A16)
8. Select cells B16 – F51 and use the AutoFill feature to copy the formula entered in cell B16 to the remaining cells.
9. Format cells A16 – F51 as currency displaying 2 decimal places and the $ symbol.
10. Right align cells A15 – F51.
11. Format cells B10 – F10 to show a bottom border (as shown in the Data Spreadsheet).
12. Insert a header that shows:
    a. Left Section — Activity 52-Student Name
    b. Center Section — MORTGAGE CALCULATOR
    c. Right Section — Current Date

13. Insert a footer that shows:
    a. Center Section PAGE number
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as MORTGAGE CALCULATOR.
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.
20. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 52: MORTGAGE CALCULATOR DATA SPREADSHEET



	A	B	C	D	E	F
1	American Mortgage Co.					
2	Monthly Payment Table					
3						
4	Percentage Rate:		6.000%			
5						
6			Mortgage In Years			
7						
8		10 Years	15 Years	20 Years	25 Years	30 Years
9		X	X	X	X	X
10		12 Pmts a year	12 Pmts a year	12 Pmts a year	12 Pmts a year	12 Pmts a year
11		120	180	240	300	360
12		Payments	Payments	Payments	Payments	Payments
13						
14						
15	Principal	10 Years	15 Years	20 Years	25 Years	30 Years
16	225000					
17	230000					
18	235000					
19	240000					
20	245000					
21	250000					
22	255000					
23	260000					
24	265000					
25	270000					
26	275000					
27	280000					
28	285000					
29	290000					
30	295000					
31	300000					
32	305000					
33	310000					
34	315000					
35	320000					
36	325000					
37	330000					
38	335000					
39	340000					
40	345000					
41	350000					
42	355000					
43	360000					
44	365000					
45	370000					
46	375000					
47	380000					
48	385000					
49	390000					
50	395000					
51	400000					

ACTIVITY 53: 529 COLLEGE SAVINGS

New Skills Reinforced:

In this activity, you will practice how to:

1. use the Future Value (FV) function.

Activity Overview:

Most parents who save for their children to go to college invest in what is known as a "529 College Savings Plan." If started early enough, a 529 College Savings Plan can yield a solid return. Once a child reaches college, the funds invested in a 529 College Savings Plan can be used to pay for college tuition.

The following activity illustrates how spreadsheets can be used to create a table based upon multiple annuity payments for a college savings fund. To do this, you will be using the Future Value (FV) function. The Future Value function returns the future value of an investment based on periodic, constant payments, and a constant interest rate.

To use the Future Value function, you will need values referenced for the following:

Rate This is the interest rate for the loan.
Nper This is the total number of payments for the loan.
Pv This is the present value or the total amount that a series of future payments is worth now, also known as the principal.

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 rows 1 – 8.
4. Right align cells B8 – L34.
5. Bold cell A1 and change the font size to 16 point.
6. Format the width of columns A – L to 10.0.

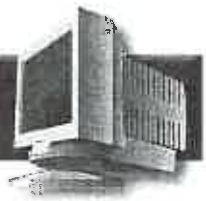
NEW SKILL

7. In cell B10, enter the formula =FV($C$3/12,B$8*12,-$A10)
8. Select cells B10 – L34 and use the AutoFill feature to copy the formula entered in cell B10 to the remaining cells.
9. Format cells A10 – L34 as numbers displaying 2 decimal places.
10. Format cell C3 as percents displaying 3 decimal places.
11. Format cells B8 – L8 as numbers displaying 0 decimal places.
12. Insert a header that shows:
    a. Left Section — Activity 53-Student Name
    b. Center Section — 529 COLLEGE SAVINGS
    c. Right Section — Current Date

Activity 53: 529 College Savings Instructions Continued

13. Insert a footer that shows:
    a. Center Section PAGE number
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as 529 COLLEGE SAVINGS.
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. Set the page orientation to landscape.
20. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 53: 529 COLLEGE SAVINGS DATA SPREADSHEET



	A	B	C	D	E	F	G	H	I	J	K	L
1	529 COLLEGE SAVINGS CALCULATOR											
2												
3	Percentage Rate:		5.000%									
4												
5												
6	Payment				College Savings In Years							
7	per											
8	Month	8	9	10	11	12	13	14	15	16	17	18
9												
10	50											
11	55											
12	60											
13	65											
14	70											
15	75											
16	80											
17	85											
18	90											
19	95											
20	100											
21	105											
22	110											
23	115											
24	120											
25	125											
26	130											
27	135											
28	140											
29	145											
30	150											
31	155											
32	160											
33	165											
34	166.67											

ACTIVITY 54: NFL® FANTASY FOOTBALL®

New Skills Reinforced:

In this activity, you will practice how to:
1. use the ROUNDDOWN function.

Activity Overview:

Fantasy Football® is a game played by football fans in which participants draft their own team and compete with teams built by others. Fantasy Football® allows fans to take an active, personal role in professional football, therefore increasing their enjoyment of the game. The fans get to create their own roster of players by drafting talent from actual NFL® teams. Leagues are usually formed with 10-14 of these fans, who become the owners/managers of their own unique roster. A draft is held, where all the league members get together with each other and draft 14-20 NFL players. At the end of the season, one owner emerges as the champion. Fantasy Football® has been played for over 20 years, with an estimated six to eight million fans involved.

The following activity illustrates how spreadsheets can be used to calculate the points for the top fantasy players in the 2005 NFL® season.

Instructions:

1. Create a NEW spreadsheet.

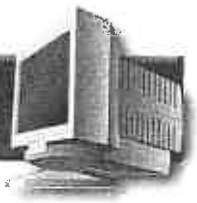
   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Format the width of columns A – C to 20.0 and left align.
4. Bold cell A1 and change the font size to 16 point.
5. Bold row 4.
6. Bold cells A5, A14, and A24.
7. Center align columns D, E, and F.
8. Compute the PTS (Points) in each position. Since decimals are not allowed in the NFL Fantasy Football® scoring system, the ROUNDDOWN function is required to round the answers to the formulas down to the nearest whole number. The formulas for the first player in each position are given below.

   NEW SKILL

   a. **QUARTERBACKS:** *Every 20 yards of passing=1 point; every touchdown pass=2 points*
      PTS=(YARDS/20)+(TDS*2) -> In cell F5, type =ROUNDDOWN(((D5/20)+(E5*2)),0)
   b. **RUNNING BACKS:** *Every 10 yards rushing=1 point; every touchdown scored=4 points*
      PTS=(YARDS/10)+(TDS*4) -> In cell F14, type =ROUNDDOWN(((D14/10)+(E14*4)),0)
   c. **WIDE RECEIVERS:** *Every 8 yards of receiving=1 point; every touchdown caught=5 points*
      PTS=(YARDS/8)+(TDS*5) -> In cell F24, type =ROUNDDOWN(((D24/8)+(E24*5)),0)
9. Use the AutoFill feature to copy the formulas for the remaining players in each position.

10. Insert a header that shows:
    a. Left Section — Activity 54-Student Name
    b. Center Section — NFL FANTASY FOOTBALL
    c. Right Section — Current Date
11. Insert a footer that shows:
    a. Center Section — PAGE number
12. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Save the spreadsheet as NFL FANTASY FOOTBALL.
15. Analyze the changes made to the data in the spreadsheet.
16. Set the Print Area to include all cells containing data in the spreadsheet.
17. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
18. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 54: NFL® FANTASY FOOTBALL® DATA SPREADSHEET



	A	B	C	D	E	F
1	NFL FANTASY FOOTBALL 2005 STATISTICS					
2						
3						
4	POSITION	PLAYER	TEAM	YARDS	TDS	PTS
5	QUARTERBACKS	Tom Brady	Patriots	4110	26	
6		Trent Green	Chiefs	4014	17	
7		Carson Palmer	Bengals	3836	32	
8		Eli Manning	Giants	3762	24	
9		Peyton Manning	Colts	3747	28	
10		Drew Brees	Chargers	3639	23	
11		Matt Hasselback	Seahawks	3459	24	
12						
13						
14	RUNNING BACKS	Shaun Alexander	Seahawks	1880	27	
15		Tiki Barber	Giants	1860	9	
16		Larry Johnson	Chiefs	1750	20	
17		Clinton Portis	Redskins	1516	11	
18		Edgerrin James	Colts	1506	13	
19		LaDanian Tomlinson	Chargers	1462	18	
20		Rudi Johnson	Bengals	1458	12	
21						
22						
23						
24	WIDE RECEIVERS	Steve Smith	Panthers	1563	12	
25		Santana Moss	Redskins	1483	9	
26		Chad Johnson	Bengals	1432	9	
27		Larry Fitzgerald	Cardinals	1409	10	
28		Anquan Boldon	Cardinals	1402	7	
29		Tory Holt	Rams	1331	9	
30		Marvin Harrison	Colts	1146	12	

Source: www.fantasyfootball.com

ACTIVITY 55: COMPUTER GAMES

New Skills Reinforced:

In this activity, you will practice how to:

1. rename worksheets
2. use multiple worksheets.
3. create Paste Link formulas that link data in multiple worksheets.

Activity Overview:

A computer-role playing game, or RPG, is a genre of games in which a player assumes the role and actions of a character. Strategy skills, team-building, and imagination are all part of this type of game. The game is played using a predefined collection of rules. The popularity of RPGs for video games has grown tremendously over the last decade. Gamers of all ages find these games enjoyable causing sales to skyrocket when a new game is released.

The following activity illustrates how spreadsheets can be used to record the sales activity of top selling RPG games for a retail video game store.

Instructions:

1. Create a NEW spreadsheet.

   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

NEW SKILL 2. Rename Sheet 1 in the spreadsheet as TOP 5 RPG.

3. Rename Sheet 2 in the spreadsheet as MARCH 2006 SALES.

NEW SKILL **Instructions for the TOP 5 RPG Worksheet:**

1. Type the data as shown.
2. Format the width of column A to 6.0 and left align.
3. Format the width of column B to 37.0 and left align.
4. Format the width of column C to 11.0 and left align.
5. Format the width of column D to 11.0 and center align.
6. Format cells D5 – D9 as currency displaying 2 decimal places and the $ symbol.
7. Format the width of column E to 16.0 and left align.
8. Format the width of column F to 7.0 and left align.
9. Format the width of column G to 12.0, right align, and as dates displaying mm/dd/yy.
10. To avoid losing data, save the spreadsheet as COMPUTER GAMES.

NEW SKILL **Instructions for the MARCH 2006 SALES Worksheet:**

1. Type the data as shown.
2. Format the width of column A to 37.0 and left align.
3. Format the width of column B to 11.0 and center align.
4. Format cells B5 – B9 as currency displaying 2 decimal places and the $ symbol.
5. Format the width of column C to 12.0 and center align.
6. Format cells C5 – C9 as numbers displaying 0 decimal places.
7. Format the width of column D to 15.0 and center align.
8. Format cells D5 – D9 as currency displaying 2 decimal places and the $ symbol.

Activity 55: Computer Games Instructions Continued

NEW SKILL

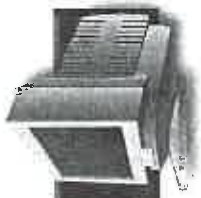
9. Complete the data in column A, Title, by entering the following Paste Link formula to copy the data from Column B, Title, in the TOP 5 RPG worksheet:
   In cell A5, type ='TOP 5 RPG'!B5
10. Use the AutoFill feature to copy the formula down for the remaining Titles.

NEW SKILL

11. Complete the data in column B, List Price, by entering the following Paste Link formula to copy the data from column D, List Price, in the TOP 5 RPG worksheet:
    In cell B5, type ='TOP 5 RPG'!D5
12. Use the AutoFill feature to copy the formula down for the remaining List Prices.
13. Enter formulas to compute the Total Sales (in column D) for each game.
    Total Sales=List Price*# of Units Sold -> In cell D5, type =B5*C5
14. Use the AutoFill feature to copy the formula down for the remaining Total Sales.

Instructions for both the TOP 5 RPG and MARCH 2006 SALES Worksheets:

1. Insert a header on each worksheet that shows:
   a. Left Section — Activity 55-Student Name
   b. Center Section — COMPUTER GAMES
   c. Right Section — Current Date
2. Insert a footer on each worksheet that shows:
   a. Center Section — PAGE number
3. Display formulas in both worksheets by using <CTRL> + ` to check for accuracy.
4. Carefully proofread your work for accuracy.
5. Save the spreadsheet.
6. Analyze the changes made to the data in the spreadsheet.
7. Set the Print Area to include all cells containing data in both worksheets.
8. Print Preview and adjust the Page Setup so that both worksheets each fit on one page.
9. Print a copy of both worksheets if required by your instructor.



ACTIVITY 55: COMPUTER GAMES DATA SPREADSHEET

TOP 5 RPG Sheet 1

	A	B	C	D	E	F	G
1	Don's Computer Games						
2	Top 5 Role Playing Games (RPG)						
3							
4	Rank	Title	Platform	List Price	Manufacturer	Rating	Release Date
5	1	Elder Scrolls 4: Oblivion	Windows XP	$49.99	Take 2	Teen	3/20/06
6	2	Elder Scrolls 4: Oblivion Collector's Edition	Windows 98	$59.99	2K Games	Teen	3/20/06
7	3	Guild Wars Factions	Windows XP	$49.99	NC Interactive	Teen	4/28/06
8	4	Final Fantasy XI: Treasures of Aht Urhgan	Windows XP	$29.99	Square Enix USA	Teen	4/18/06
9	5	World of Warcraft	Macintosh	$49.99	Vivendi Universal	Teen	11/23/04

MARCH 2006 SALES Sheet 2

	A	B	C	D
1	Don's Computer Games			
2	Monthly Sales for March 2006			
3				
4	Title	List Price	# of Units Sold	Total Sales
5			200	
6			150	
7			75	
8			50	
9			20	

Source: http://www.marked4sale.com/computer_games.htm

ACTIVITY 56: COMIC BOOKS

New Skills Reinforced:

In this activity, you will practice how to:

1. create an exploded pie chart.

Activity Overview:

Some say that there is a comic book out there for everyone. Comic book collecting is a very popular hobby that drives the comic book industry sales. Readers will pay top dollar for a rare comic book and will try to invest in currently printed books at the best price to insure a greater return in years to come. A resource like Comics Buyer's Guide is a great place to go for information about pricing and reviews of comic books. They also track sales information from the world's leading comic book distributor, Diamond Comic Distributors.

The following activity illustrates how spreadsheets can be used to graphically illustrate the estimated sales of popular comic books.

Instructions:

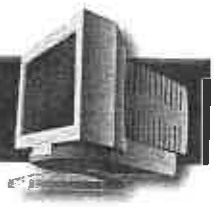
1. Create a NEW spreadsheet.
   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Use the AutoFill feature to finish the numbering sequence in cells A5 – A24.
4. Format the width of column A to 6.0.
5. Adjust the width of columns B – F using the AutoFit feature.
6. Bold cells A1 and A2 and change the font size to 16 point.
7. Bold row 4.
8. Format cells C5 – C24 as text and center align.
9. Format columns D and F as currency displaying 2 decimal places and the $ symbol.

NEW SKILL

10. Create an exploded pie chart as follows:
    a. Select cells B4 – B24 and F4 – F24 simultaneously.
    b. Using the Chart Wizard, select Pie for the Chart type and Pie with a 3-D visual effect for the Chart sub-type.
    c. Set the pie chart to Series in Columns.
    d. Enter the chart title as ESTIMATED SALES.
    e. Display the legend at the bottom of the pie chart.
    f. Show no data labels.
    g. Save the chart as a new sheet. Name the new sheet COMIC BOOKS CHART.
11. Format the style of the pie chart as follows:
    a. Select the largest piece of the pie chart (Infinite Crisis) and drag the piece out (explode it) to add emphasis.
    b. Format the exploded piece's data point to show the data label's value.
12. When formatted, your pie chart should look similar to the one provided in Figure 1-56.

13. Insert a header for both the spreadsheet and the chart that shows:
    a. Left Section — Activity 56-Student Name
    b. Center Section — COMIC BOOKS
    c. Right Section — Current Date
14. Insert a footer that shows:
    a. Center Section — PAGE number
15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as COMIC BOOKS.
17. Analyze the changes made to the data in the spreadsheet.
18. Print Preview and adjust the Page Setup so that the spreadsheet and chart each fit on one page. Set the page orientation to landscape for the chart.
19. Print a copy of the spreadsheet and chart if required by your instructor.

ACTIVITY 56: COMIC BOOKS DATA SPREADSHEET

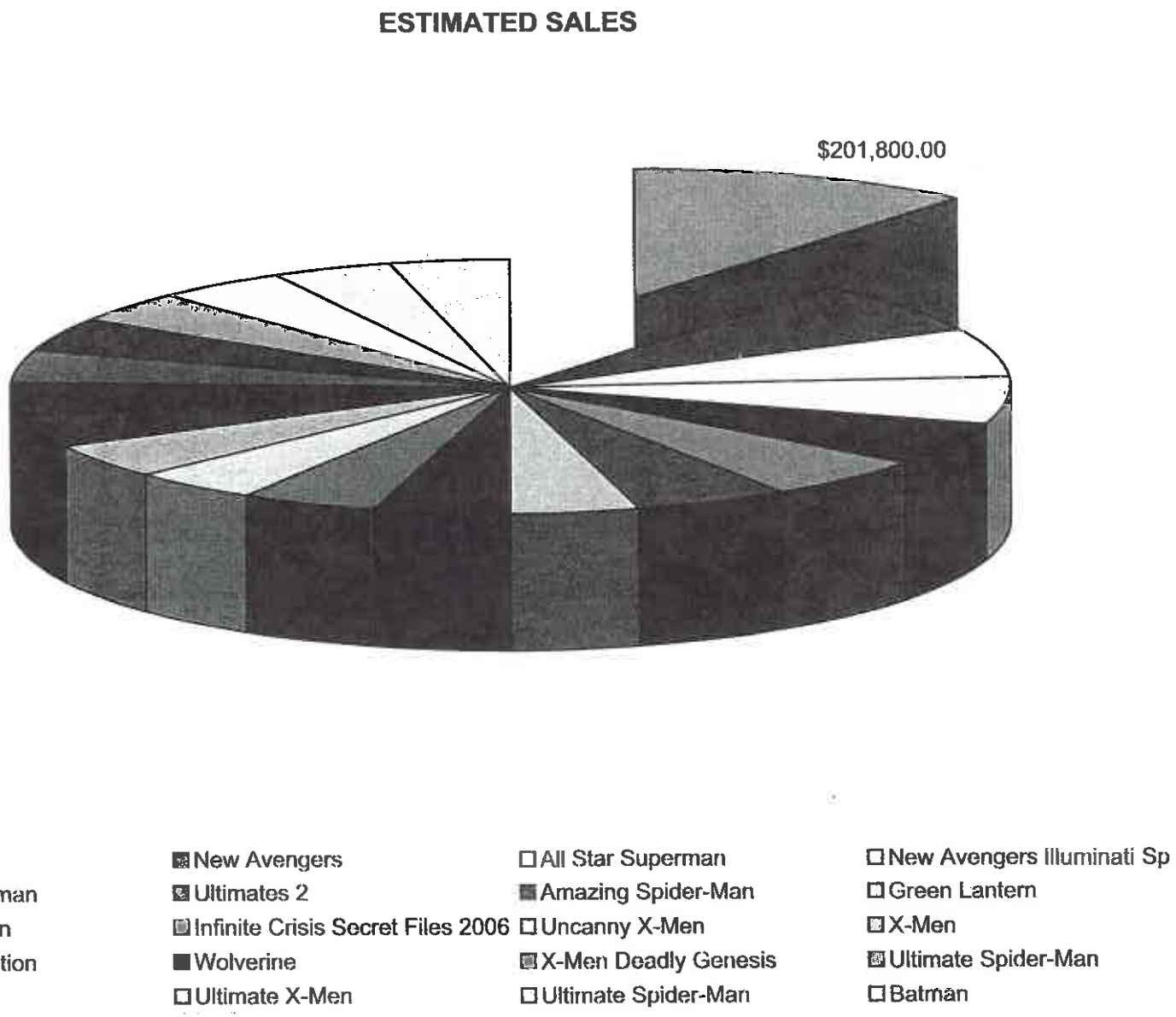


	A	B	C	D	E	F
1	March 2006 Comic Book Orders					
2	from Diamond Comic Distributors					
3						
4		Comic Book Title	Issue	Price	Publisher	Est. sales
5	1	Infinite Crisis	5	3.99	DC	201800
6	2	New Avengers	17	2.5	Marvel	121100
7		All Star Superman	3	2.99	DC	110600
8		New Avengers Illuminati Sp	N/A	3.99	Marvel	107900
9		Superman Batman	24 (Res)	2.99	DC	101300
10		Ultimates 2	10	2.99	Marvel	94900
11		Amazing Spider-Man	530	2.5	Marvel	89900
12		Green Lantern	10	2.99	DC	79700
13		Uncanny X-Men	470	2.5	Marvel	79400
14		Infinite Crisis Secret Files 2006		5.99	DC	78700
15		Uncanny X-Men	471	2.5	Marvel	78300
16		X-Men	184	2.5	Marvel	78000
17		Ultimate Extinction	3	2.99	Marvel	75800
18		Wolverine	40	2.99	Marvel	75500
19		X-Men Deadly Genesis	5	3.5	Marvel	74700
20		Ultimate Spider-Man	91	2.5	Marvel	74000
21		Ms Marvel	1	2.99	Marvel	73400
22		Ultimate X-Men	68	2.5	Marvel	72800
23		Ultimate Spider-Man	92	2.5	Marvel	72300
24		Batman	651	2.5	DC	69800

Source: http://www.cbgxtra.com/Default.aspx?tabid=1642

Note: The chart for this activity is shown on the next page.

Figure 1-56


ESTIMATED SALES
$201,800.00
Infinite Crisis
Superman Batman
Uncanny X-Men
Ultimate Extinction
Ms Marvel
New Avengers
Ultimates 2
Infinite Crisis Secret Files 2006
Wolverine
Ultimate X-Men
All Star Superman
Amazing Spider-Man
Uncanny X-Men
X-Men Deadly Genesis
Ultimate Spider-Man
New Avengers Illuminati Sp
Green Lantern
X-Men
Ultimate Spider-Man
Batman

ACTIVITY 57: WHO GOT PUNK'D®?

New Skills Reinforced:

In this activity, you will practice how to:
1. combine cells in a spreadsheet.

Activity Overview:

Assume you are a writer for the entertainment section of your school's newspaper. The editor of the newspaper has asked you to research and write an article about the reality TV show Punk'D®, which airs on MTV®. Punk'D®, which is hosted by Ashton Kutcher, has drawn in millions of viewers since its debut season in 2003.

In Punk'D®, Kutcher pulls outrageous pranks on celebrities for the audiences' viewing pleasure. As part of your research in writing the article for the newspaper, you decide to use a spreadsheet to keep a list of some of the most popular celebrities who have been "Punk'D" on the show.

The following activity illustrates how to combine data entered in separate cells.

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. Format the width of column A to 16.0, column B to 14.0, and column C to 22.0.
5. Left align columns A – C.
6. Bold row 3.

NEW SKILL

7. Enter a formula to combine the text in cells for the FIRST NAME and LAST NAME as follows:
   In cell C4, type =A4&" "&B4
   (The first and last names should now be combined into one cell)
8. Use the AutoFill feature to copy the formula down for the remaining names.
9. Fill cells C3 – C22 with the color yellow.
10. Insert a header that shows:
    a. Left Section — Activity 57-Student Name
    b. Center Section — WHO GOT PUNK'D?
    c. Right Section — Current Date
11. Insert a footer that shows:
    a. Center Section — PAGE number
12. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Save the spreadsheet as WHO GOT PUNK'D.
15. Analyze the changes made to the data in the spreadsheet.
16. Set the Print Area to include all cells containing data in the spreadsheet.
17. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
18. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 57: WHO GOT PUNK'D®? DATA SPREADSHEET

	A	B	C
1	Who Got Punk'D?		
2			
3	FIRST NAME	LAST NAME	FULL NAME
4	Jon	Abrahams	
5	Christina	Aguilera	
6	Tori	Amos	
7	Pamela	Anderson	
8	Christina	Applegate	
9	Tom	Arnold	
10	Kory	Bassett	
11	Jerome	Bettis	
12	Jessica	Biel	
13	Pierce	Brosnan	
14	Nick	Lachey	
15	Frankie	Muniz	
16	Jack	Osbourne	
17	Kelly	Osbourne	
18	Kid	Rock	
19	Jessica	Simpson	
20	Britney	Spears	
21	Justin	Timberlake	
22	Wilmer	Valderrama	

ACTIVITY 58: MONTHLY CALENDAR

New Skills Reinforced:

In this activity, you will practice how to:

1. use a spreadsheet to create a monthly calendar.

Activity Overview:

Spreadsheets are very powerful tools to use for calculating and organizing data. However, spreadsheets can also be used to create a variety of other useful documents including weekly, monthly, and yearly calendars.

The following activity illustrates how a spreadsheet can be used to create a monthly calendar.

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 20 point.
4. Format the width of columns A – G to 24.0. (**Hint:** You may wish to reduce the zoom percentage on your screen so that you can view all of the columns.)
5. Format the height of row 3 to 20.0.
6. Format the height of rows 4, 6, 8, 10, and 12 to 13.0.
7. Format the height of rows 5, 7, 9, 11, and 13 to 100.0.
8. Bold row 3 and center align.
9. Right align cells A4 – G13.
10. Change the fill color to 25% gray for cells A4 – G4, A6 – G6, A8 – G8, A10 – G10, and A12 – C12.
11. Insert a header that shows:
    a. Left Section — Activity 58-Student Name
    b. Center Section — MONTHLY CALENDAR
    c. Right Section — Current Date
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as MONTHLY CALENDAR.
14. Set the Print Area to include cells A1 – G13.
15. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the left, right, top, and bottom margins to .25 inches. Set the page to center horizontally and vertically. Set the page orientation to landscape. Set the page to print gridlines.
16. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 58: MONTHLY CALENDAR DATA SPREADSHEET

	A	B	C	D	E	F	G
1	January 2007						
2							
3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4	1	2	3	4	5	6	7
5							
6	8	9	10	11	12	13	14
7							
8	15	16	17	18	19	20	21
9							
10	22	23	24	25	26	27	28
11							
12	29	30	31				
13							

ACTIVITY 59: PROM EXPENSES

New Skills Reinforced:

In this activity, you will practice how to:

1. format a business letter using Microsoft Word.
2. insert an Excel spreadsheet into a Microsoft Word document.

Activity Overview:

Assume that you are the secretary of your school's student council. One of your jobs is to keep students informed about upcoming events. One upcoming event at your school is the senior prom. To help your fellow classmates prepare for the expenses involved with the prom, you are asked to prepare a letter addressed to each member of your class.

The following activity illustrates how a Microsoft Excel® spreadsheet can be integrated with a Microsoft Word® document.

Instructions:

1. Create a NEW document in Microsoft Word. Type the document in Times New Roman font and with a font size of 12 point.
2. Set the left and right margins to 1 inch, top to 1.5 inches, and bottom to .5 inches.

NEW SKILL

3. Type the text shown in the business letter provided. Stop typing when you reach the end of the first paragraph in the body of the letter.
4. Create and insert the Microsoft Excel Worksheet located under the first paragraph in the letter by following the instructions provided below.

NEW SKILL

Instructions for creating the Microsoft Excel Worksheet inside the letter:

a. Position the cursor two lines below the first paragraph in the letter.
b. From the "Insert" menu, choose "Object" then "Microsoft Excel Worksheet."
c. Type the data as shown in the spreadsheet provided.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
d. Bold cell A1 and change the font size to 14 point.
e. Bold and underline cells A3 – D4.
f. Format the width of column A to 18.0, column B to 11.0, column C to 13.0, and column D to 9.0.
g. Format cells B5 – D10 as currency displaying 0 decimal places and the $ symbol.
h. Left align columns A – D.
i. Enter formulas to compute the totals for columns B and D.
j. Bold cells A10 – D10.
k. Underline cells B9 and D9.
l. Center align the Excel Worksheet in the letter.

5. Type the remainder of the letter as shown in the business letter provided.
6. Type your name for the student's name.
7. Carefully proofread your work for accuracy.
8. Save the Word document as PROM EXPENSES.
9. Print a copy of the Word document if required by your instructor.

ACTIVITY 59: PROM EXPENSES LETTER AND DATA SPREADSHEET

<Current Date>

Alicia Hanon
Graduate of the Class of 2007
8558 Naomi Avenue
Portland, ME 04101

Dear Alicia:

To help you prepare and budget for our upcoming prom, the student council has researched prom expenses for this year, and we wanted to share the information with you. Below, you will see a list of prom-related expenses for both girls and guys. We hope this helps make your planning a little easier.

	A	B	C	D
1	PROM-RELATED EXPENSES			
2				
3	GIRL'S		BOY'S	
4	EXPENSES	AMOUNT	EXPENSES	AMOUNT
5	Ticket	75	Ticket	75
6	Dress	250	Tuxedo	100
7	Boutonniere	15	Corsage	50
8	Photographs	35	Photographs	35
9	Limousine	200	Limousine	200
10	TOTALS			

Insert an Excel spreadsheet here

We look forward to seeing you at the prom this year. We know it will be the best this school has ever had!

Sincerely,

Student's Name
Student Council Secretary

ACTIVITY 60: COLLEGE CHOICES

New Skills Reinforced:

In this activity, you will practice how to:

1. use a spreadsheet as a database to store and organize data.

Activity Overview:

Going to college will be one of the biggest decisions you will ever make. Many factors have to be considered and researched to ensure that the college you choose to attend is "right for you." Among these factors, location, tuition costs, and your decided major are the most important.

In this activity, you will use a spreadsheet to create a database of ten possible colleges you can attend.

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. Access the Internet and use a popular search engine such as Google or Yahoo! to research ten possible colleges and/or technical or trade schools you would consider attending after graduating from high school.

NEW SKILL ▶ 4. Type the information you have researched into the spreadsheet as follows:
   a. Column A: Type the NAME of the school
   b. Column B: Type the CITY of the school
   c. Column C: Type the STATE of the school
   d. Column D: Type the TUITION COST of the school
   e. Column E: Type the WEB SITE ADDRESS of the school
   f. Column F: Choose the top three schools you would like to attend. Indicate your top three choices by typing "First Choice," "Second Choice," and "Third Choice," respectively, in the "MY TOP 3 CHOICES" column.
5. Adjust the widths of columns A – F so that the data fits in each cell.
6. Format the fonts, styles, and cell colors to enhance the look of the spreadsheet.
7. Sort the spreadsheet by TUITION COST in descending order (Z–A).
8. Insert a header that shows:
   a. Left Section — Activity 60-Student Name
   b. Center Section — COLLEGE CHOICES
   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 COLLEGE CHOICES.

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.

ACTIVITY 60: COLLEGE CHOICES DATA SPREADSHEET

	A	B	C	D	E	F
1	MY COLLEGE CHOICES					
2						
3	NAME	CITY	STATE	TUITION COST	WEB SITE ADDRESS	MY TOP 3 CHOICES