

6

Automobile Research

New Skills

1. Use the AutoFill feature to complete a number sequence in a spreadsheet.

Activity Overview

Edmunds.com provides new and used vehicle prices, a database of national and regional incentives and rebates, vehicle test drive reviews, and tips and advice on all aspects of car purchasing and ownership. Its "True Market Value" pricing tools provide the estimated average price consumers are paying when buying new vehicles and estimates of the actual purchase prices for used vehicles.

In 2005, Edmunds.com launched *Inside Line*, a free online magazine that provides automotive enthusiasts with informative videos, photos, blogs, news articles, discussion boards, and road tests. Carspace.com, a social networking site for car enthusiasts, was launched by Edmunds.com in 2006.

The following activity illustrates how spreadsheets can be used to chart the top 25 most popular vehicles researched at Edmunds.com in May 2010, by search popularity and also indicates the estimated miles per gallon (mpg) of each vehicle.

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 A3 and change the font size to 20 point.
4. Bold rows 6 and 7.
5. Use the AutoFill feature to automatically complete the series of POSITION numbers. To do this, select cells A9 – A10. While the cells are selected, click the bottom right-hand corner of cell A10 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell A33 and release the mouse button. The cells should now be filled to complete the number sequence for cells A9 – A33.
6. Format the width of column A to 12.0 and left align.
7. Center align cells A7 – A33.
8. Format the width of columns B and C to 15.0 and left align.
9. Format the width of column D to 15.0 and center align.
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as **Automobile Research**.

NEW SKILL



6 Automobile Research

6

save + close

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.~~

INPUT DATA

	A	B	C	D	E
1	Activity 6 Student Name				
2	Top 25 Researched 2010				
3	Automobiles on Edmunds.com				
4	May 2010				
5					
6				ESTIMATED	
7	POSITION	MAKE	MODEL	MPG	
8					
9	1	Hyundai	Sonata	22 - 25	
10	2	Honda	Accord	20 - 25	
11		Honda	CR-V	23 - 24	
12		Honda	Civic	24 - 42	
13		Chevrolet	Equinox	23 - 26	
14		Volkswagen	Jetta	25 - 34	
15		Mazda	MAZDA3	24 - 28	
16		Nissan	Altima	21 - 26	
17		Toyota	RAV4	21 - 24	
18		BMW	3 Series	19 - 27	
19		Ford	F-150	15 - 17	
20		Ford	Fusion	19 - 25	
21		Ford	Escape	22 - 24	
22		Jeep	Grand Cherokee	13 - 18	
23		Honda	Odyssey	18 - 20	
24		Ford	Explorer	15 - 16	
25		Toyota	Camry	23 - 26	
26		Subaru	Outback	20 - 24	
27		Kia	Sportage	20 - 22	
28		Ford	Mustang	19 - 21	
29		Kia	Sorento	17 - 18	
30		Chevrolet	Camaro	19 - 21	
31		Hyundai	Tucson	24 - 26	
32		Nissan	Rogue	23 - 24	
33		Mercedes-Benz	E-Class	15 - 21	

www.edmunds.com/reviews/list/mostpopular/

7

The GAP®

New Skills

1. Format cells as numbers.
2. Increase a cell's decimal places.

Activity Overview

The Gap® is a worldwide retail clothing store that offers premium clothing and accessories. They provide consumers with a wide assortment of fresh, casual, and American style clothing. The Gap® has everything people need to express a personal style. From jeans and T's, to khakis and oxfords, the Gap® has fashion at great prices for adults, teens, kids, and babies.

The following activity illustrates how spreadsheets can be used by a retail clothing store to list the cost of merchandise (unit cost) and its selling 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 A2 and change the font size to 14 point.
4. Bold cells A3, A9, and A20.
5. Bold rows 6 and 7.
6. Format the width of column A to 14.0 and left align.
7. Format the width of column B to 14.0 and center align.
8. Format the width of columns C and D to 20.0 and left align.
9. Format the width of columns E and F to 9.0 and center align.
- NEW SKILL** ▶ 10. Select column B and format it as numbers displaying 0 decimal places.
- NEW SKILL** ▶ 11. Select columns E and F and format them as numbers displaying 2 decimal places.
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet ~~as a new file~~.
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.~~
- ~~17. Print a copy of the spreadsheet if required by your instructor.~~

7 The GAP®

INPUT DATA

	A	B	C	D	E	F
1	Activity 7 Student Name					
2	THE GAP					
3	Markup Schedule December 2010					
4						
5						
6		ITEM			UNIT	SELLING
7		NUMBER	ITEM	STYLE	COST	PRICE
8						
9	Men's wear	715503	Denim Jacket	Well-worn	30	79.5
10		772336	Classic Khaki	Straight Fit	22	49.5
11		737510	Boot Fit Jeans	Vintage Wash	32	64.5
12		768710	Waffle Knit T	Camo	10	24.5
13		768699	City Cycle Graphic T		11	24.5
14		750454	Cardigan	Hooded	16	49.99
15		750202	Rugby Polo	Striped	15	32.99
16		539875	Cargo Shorts	Camo	8	17.99
17		783492	Leather Belt	Distressed Buckle	13	39.5
18						
19						
20	Women's wear	770646	Leather Jacket	Funnel Neck	89	298
21		768458	Denim Jacket	Elbow Pad	28	69.5
22		770836	Puffer Vest		30	59.5
23		768454	Legging Jeans	True Black Wash	32	69.5
24		770608	Mini Skirt	Plaid	21	44.5
25		749450	Sweater Hoodie		22	44.99
26		772219	Shoulder Link Tank		14	29.5
27		790947	Zipper T		17	34.5
28		771999	Double Layer T		12	24.5
29		776518	Leather Tassel Tote		49	98
30		776546	Skinny Belt	Pyramid Studed	13	29.5

Source: <http://www.gap.com>

8

Class Roster 2

New Skills

1. Retrieve a stored file.
2. Save an existing file using a different name.
3. Change page orientation to landscape.

Activity Overview

The following activity illustrates how spreadsheets can be used to list students' names and complete addresses. This activity expands on the CLASS ROSTER spreadsheet created in Activity 5.

Instructions

NEW SKILL

1. Open the file CLASS ROSTER previously created in Activity 5.
★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Change the Activity # in row 1 to read Activity 8.
3. Type the data in columns F, G, H, and I as shown.
4. Format the width of column F to 20.0 and left align.
5. Format the width of column G to 10.0 and left align.
6. Center align columns H and I.
7. In cells A12 and A13, type 1 and 2, respectively, as shown.
8. Use the AutoFill feature to complete the series of numbers in the remaining cells. To do this, select cells A12 – A13. While the cells are selected, click the bottom right-hand corner of cell A13 until the mouse pointer changes to a “+” sign. Now drag the mouse pointer down to cell A35 and release the mouse button. The cells should now be filled to complete the number sequence for cells A12 – A35.
9. Bold and underline cells F10 – I10.
10. Carefully proofread your work for accuracy.

NEW SKILL

11. Save the spreadsheet as ~~CLASS ROSTER 2~~

NEW SKILL

- ~~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. Set the Page Orientation to Landscape.
15. Print a copy of the spreadsheet if required by your instructor.



Class Roster 2

INPUT DATA

	A	B	C	D	E	F	G	H	I
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	<u>LAST</u>	<u>FIRST</u>	<u>ID #</u>	<u>BIRTH DATE</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	
11									
12	Archer	David	23995	8/15/1993	100 Hodges Avenue	Preston	MN	55400	
13	Baer	Rebecca	20053	1/13/1994	237 Woodlawn Street	Preston	MN	55401	
14	Caciatore	Alfonso	35789	6/29/1995	9374 Broadway	Preston	MN	55400	
15	Calvin	Bruce	88834	8/17/1991	22 Verdona Avenue	Preston	MN	55402	
16	Conrad	Charles	59982	7/2/1995	27 River Edge Road	Preston	MN	55403	
17	Englund	Maxine	34571	3/27/1995	19 Spring Street	Preston	MN	55400	
18	Franklin	Mary	33347	2/23/1993	47 Hill Place	Preston	MN	55400	
19	Garrity	Allan	11390	4/28/1995	1162 West Street	Preston	MN	55402	
20	Grover	Logan	97782	2/22/1992	125 Malibu Run	Preston	MN	55403	
21	Hylland	Ann	11145	3/9/1994	230 Highland Avenue	Preston	MN	55402	
22	Iyamu	Van	89034	1/31/1994	250 Craven Street	Preston	MN	55402	
23	Kingman	Mia	34004	5/1/1990	67 Erick Road	Preston	MN	55402	
24	Madison	Olivia	56748	5/9/1992	213 Main Street	Preston	MN	55401	
25	Nguyen	Dai	67777	6/22/1994	233 Thayer Drive	Preston	MN	55400	
26	Nolan	Kenzie	40005	7/4/1992	44 Dean Street	Preston	MN	55400	
27	Northrup	Alexis	34578	1/29/1995	607 Tremont Street	Preston	MN	55404	
28	Parsons	Benjamin	23000	4/29/1994	93 Alexandra Drive	Preston	MN	55404	
29	Robbins	Brian	29078	7/11/1993	125 Brook Street	Preston	MN	55405	
30	Smith	D'marcus	38921	1/31/1993	23 Godfrey Avenue	Preston	MN	55400	
31	Sullivan	Aiden	90876	2/23/1994	803 Marie's Way	Preston	MN	55400	
32	Summers	Katrina	23344	5/15/1992	453 Union Street	Preston	MN	55401	
33	Therrien	Meghan	34672	9/1/1995	5 Faith Drive	Preston	MN	55403	
34	Thew	Kevin	55432	4/29/1993	67 Carriage House Drive	Preston	MN	55403	
35	Zimmer	Lisa	99002	5/8/1995	673 Crest Road	Preston	MN	55402	

9

Movie Release Dates

New Skills

1. Format cells as dates in a spreadsheet.

Activity Overview

Comingsoon.net provides movie release dates and reviews so consumers can track information on movies. Besides movie release dates, the site offers features, movie and television news, bulletin boards, trailers and clips, previews, DVD news, box office reports, and more. Information comes directly from the studios. Whenever a title goes from an estimated release date to an exact release date, it is the studio that provides the information. As with any industry, release dates often change.

Many factors determine a movie's video release date including box office performance, time of the year, genre, and target audience. Each studio has its own way of determining video release dates that vary from movie to movie.

The following activity illustrates how spreadsheets can be used to list movie titles, release dates, studios, and directors.

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 A2 to 16 point.
4. Bold rows 5 and 6.
5. Select cells A8 – A9 and use the AutoFill feature to complete the series of numbers for cells A8 – A30.
6. Format the width of column A to 8.0.
7. Center align cells A6 – A30.
8. Format the width of column B to 40.0 and left align.
9. Format the width of column C to 12.0 and center align.
- NEW SKILL ► 10. Format column C as dates showing mm/dd/yyyy. Example: "12/25/2011."
11. Format the width of columns D and E to 25.0 and left align.
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as MOVIE RELEASE DATES.
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.

A	B	C	D	E
1	Activity 9 Student Name			
2	MOVIE RELEASE DATES			
3	April and May 2011			
4				
5		RELEASE DATE		
6	NUMBER		STUDIO	DIRECTOR
7	MOVIE TITLE			
8	1	4/1/2011	Columbia Pictures (Sony)	Jake Kasdan
9	2	4/1/2011	Paramount Pictures	Craig Brewer
10	Hop	4/1/2011	Universal Pictures	Tim Hill
11	Hanna	4/8/2011	Focus Features	Joe Wright
12	Rio	4/8/2011	20th Century Fox	Carlos Saldanha
13	Your Highness	4/8/2011	Universal Pictures	David Gordon Green
14	Water for Elephants	4/15/2011	20th Century Fox	Francis Lawrence
15	Source Code	4/15/2011	Summit Entertainment	Duncan Jones
16	Scream 4	4/15/2011	Dimension Films	Wes Craven
17	Tyler Perry's Madea's Big Happy Family	4/22/2011	Lionsgate	Tyler Perry
18	Crazy, Stupid, Love	4/22/2011	Warner Bros. Pictures	John Requa, Glenn Ficarra
19	Born to Be a Star	4/22/2011	Columbia Pictures (Sony)	Tom Brady
20	African Cats	4/22/2011	Disneynature	Alastair Fothergill
21	What's Your Number	4/29/2011	20th Century Fox	Mark Mylod
22	The Thing	4/29/2011	Universal Pictures	Mattijs van Heijningen
23	Prom	4/29/2011	Walt Disney Pictures	Joe Nussbaum
24	Thor	5/6/2011	Paramount Pictures	Kenneth Branagh
25	Jumping the Broom	5/6/2011	TriStar Pictures (Sony)	Salim Akil
26	Priest	5/13/2011	Screen Gems (Sony)	Scott Stewart
27	Bridesmaid	5/13/2011	Universal Pictures	Paul Feig
28	Pirates of the Caribbean: On Stranger Tides	5/20/2011	Walt Disney Pictures	Rob Marshall
29	Kung Fu Panda: The Kaboom of Doom	5/26/2011	DreamWorks Animation	Jennifer Yuh Nelson
30	The Hangover 2	5/26/2011	Warner Bros. Pictures	Todd Phillips

10

Quiz Scores

New Skills

1. Add numbers in a spreadsheet using a formula.
2. Use the AutoFill feature to complete formulas.
3. Display formulas in a spreadsheet.

Activity Overview

Spreadsheets are a valuable tool to assist teachers in calculating grades. Formulas keyed into the spreadsheet perform calculations that in the past were tediously done either on calculators or by hand. This technology affords teachers more time for lesson preparation.

The following activity illustrates how spreadsheets can be used by teachers to list students and their respective quiz scores to calculate total points scored out of a possible number of points 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 A6.
4. Bold and underline row 9.
5. Format the width of columns A and B to 15.0 and left align.
6. Format the width of columns C – F to 12.0 and center align.
7. In cell F10, type the formula =C10+D10+E10
- NEW SKILL ► 8. There is no need to type the formulas for the remaining cells in column F. Instead, use the AutoFill feature to quickly calculate the totals for the remaining cells. To do this, select cell F10, click the bottom right-hand corner of cell F10 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell F43 and release the mouse button. Cells F10 – F43 should now contain the correct formulas.
9. Alphabetize the students by their last names. To do this, select cells A10 – F43 and sort in ascending order (A-Z). Use the column labeled "LAST" to sort by.
- NEW SKILL ► 10. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
11. Carefully proofread your work for accuracy.
12. Save the spreadsheet as QUIZ SCORES.

10

Quiz Scores

INPUT DATA

	A	B	C	D	E	F
1	Activity 10 Student Name					
2	George K. Brent High School					
3	3993 Kingston Boulevard					
4	Trenton, NJ 08601					
5						
6	Grade Sheet: Social Studies - Period 5					
7	Teacher: Ms. Yasmine Sanchez					
8						
9	LAST	FIRST	QUIZ 1	QUIZ 2	QUIZ 3	TOTAL
10	Waterhouse	Brittany	99	90	85	
11	Welker	Christopher	76	72	68	
12	White	Betsy	94	90	88	
13	Weinstein	Deborah	71	80	83	
14	Morel	Roger	92	90	99	
15	Monterroso	Carlos	60	71	82	
16	Lu	Lucy	100	95	88	
17	Lucas	Andre	72	80	91	
18	Lombardi	Angelo	80	78	72	
19	Longo	James	88	86	90	
20	Ixcuna	Juanita	71	82	88	
21	Giampa	Frank	96	84	88	
22	Glidden	Walter	70	75	80	
23	Glasser	Stephen	96	89	91	
24	Fernandez	Joao	78	71	80	
25	Pan	Chantou	92	99	100	
26	Devlin	Donna	81	80	84	
27	Derrick	Jason	69	75	81	
28	Correia	Jose	80	88	84	
29	Bueno	Pedro	100	98	94	
30	Bucklin	Fred	60	72	68	
31	Brazil	Richard	84	92	89	
32	Branchini	Alvaro	91	100	98	
33	Bowers	Francis	74	79	82	
34	Blain	Edward	60	68	75	
35	Cody	Vanessa	87	91	89	
36	Cohen	Paula	95	99	90	
37	Furness	Louise	62	72	69	
38	Francois	Marie	92	100	99	
39	Knecht	Benjamin	88	96	82	
40	Melville	Jennifer	77	81	89	
41	Meeks	Sharyn	80	84	78	
42	Zorral	Pablo	99	90	96	
43	Zuber	John	98	88	90	
44						
45						
46						
47	AVERAGE					
48	MAXIMUM					
49	MINIMUM					
50						
51	Note: Each quiz is based on 100 points. Total possible points = 300.					