

ACTIVITY 31: OLD NAVY® SALES

New Skills Reinforced:

In this activity, you will practice how to:

1. use the absolute cell reference in a formula.

Activity Overview:

Gap® Inc. opened the first three Old Navy® stores in 1994, in the Northern California cities of Colma, San Leandro, and Pittsburg. Old Navy's® mission is to offer affordable, fashionable clothing and accessories for the whole family. Their merchandise is sold under the Old Navy® name in their stores and on their Web site.

The following activity illustrates how spreadsheets can be used to calculate percent of sales for each department as it relates to the total sales for the week.

Instructions:

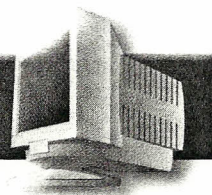
1. Create a NEW spreadsheet.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Bold cell A2 and change the font size to 16 point.
4. Bold and underline rows 12 and 35.
5. Bold cell E11.
6. Format the width of column A to 20.0 and 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.
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 department 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

NEW SKILL

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 departments.
14. Enter formulas to total columns C – E.
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 OLD NAVY SALES.
18. Analyze the changes made to the data in the spreadsheet.
19. Set the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
21. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 31: OLD NAVY® SALES DATA SPREADSHEET



	A	B	C	D	E
1	Activity 31 Student Name				
2	OLD NAVY				
3	FLATBUSH CENTER				
4	1009 Flatbush Avenue				
5	Brooklyn, NY 11226				
6					
7					
8	Girl's Department Sales Breakdown				
9	December 18 - 24, 2005				
10					
11					
12	DEPARTMENT	SALES	TAX	TOTAL	% OF SALES
13					
14	New Arrivals	2123.54			
15	Glam Central	1287.63			
16	Shop By Outfit	1689.36			
17	Wear to Work	1065.21			
18	Tees & Camis	1547.36			
19	Pants	1637.36			
20	Top Trends	1345.32			
21	Graphic Tees	1547.43			
22	Skirts & Dresses	1897.12			
23	Shirts	1776.04			
24	Outerwear	1893.78			
25	Activewear	1987.85			
26	Sweaters	1569.45			
27	Jeans & Cords	1383.12			
28	Sleepwear & Intimates	1024.98			
29	Shoes	2436.78			
30	Tanks & Polos	1532.25			
31	Outfits	1931.45			
32	Shorts & Capris	1828.91			
33	Accessories	1732.28			
34					
35	TOTALS				

Source: www.OldNavy.com

ACTIVITY 32: AMAZON.COM® MUSIC

New Skills Reinforced:

In this activity, you will practice how to:

1. format font colors.

Activity Overview:

Amazon.com® was founded by Jeff Bezos in 1994 and was first launched in 1995. The company today serves more than 30 million customers and employs more than 7,000 people in many countries. Not only has Amazon.com® managed to become a profitable e-commerce business, but it has also pioneered the online shopping technology most e-commerce stores utilize today.

Amazon.com® offers a wide range of goods for sale to any consumer who has access to a computer and the Internet. Amazon.com® offers products from a range of manufacturers in one convenient location. It serves its suppliers by purchasing products to sell on its Web site to Amazon customers. Manufacturers and suppliers now have a new outlet to sell their goods, which increases their revenue stream.

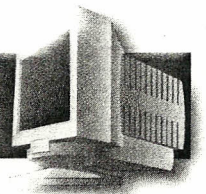
The following activity illustrates how spreadsheets can be used to list customer discounts. In this example, the product category used is music.

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 A2 and change the font size to 14 point.
4. Bold rows 5 and 6.
5. Format the width of columns A and B to 30.0 and left align.
6. Format the width of columns C – E to 12.0 and right align.
7. Format cells C8 – C27 as currency displaying 2 decimal places and the \$ symbol.
8. Format the width of column F to 12.0 and right align.
9. Format cells F8 – F27 as percentages displaying 0 decimals.
10. Compute the formulas for the first album as follows:
 - a. YOU SAVE=LIST PRICE-OUR PRICE -> In cell E8, type =C8-D8
 - b. % OF SAVINGS=YOU SAVE/LIST PRICE -> In cell F8, type =E8/C8
11. Use the AutoFill feature to copy the formulas down for the remaining albums.
12. For column F, % OF SAVINGS, change the font color to red for all cells whose percentage values are greater than or equal to 25%.
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 AMAZON MUSIC.
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.
19. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

ACTIVITY 32: AMAZON.COM® MUSIC DATA SPREADSHEET



	A	B	C	D	E	F
1	Activity 32 Student Name					
2	AMAZON MUSIC					
3	Top Sellers November 2005					
4						
5			LIST	OUR	YOU	% OF
6	ARTIST	ALBUM	PRICE	PRICE	SAVE	SAVINGS
7						
8	Madonna	Confessions on a Dance Floor	18.98	10.99		
9	Carrie Underwood	Some Hearts	17.98	10.49		
10	Kelly Clarkson	Breakaway	18.98	13.29		
11	Green Day	American Idiot	18.98	13.49		
12	Black Eyed Peas	Monkey Business	13.98	10.99		
13	Sheryl Crow	Wildflower	13.98	11.99		
14	Alicia Keys	Unplugged	18.98	13.99		
15	Eminem	Curtain Call	13.98	10.98		
16	Alanis Morissette	The Collection	18.98	13.99		
17	Stevie Wonder	A Time to Love	13.98	11.99		
18	Notorious B.I.G.	Duets	18.98	14.99		
19	Mary J. Blige	The Breakthrough	13.98	12.99		
20	Jamie Foxx	Unpredictable	18.98	10.99		
21	Kanye West	Late Registration	13.98	12.99		
22	Lindsay Lohan	A Little More Personal	13.98	12.49		
23	Destiny's Child	#1's Dual Disc	18.99	13.29		
24	Tony Braxton	Libra	13.98	12.99		
25	Chris Brown	Chris Brown	18.98	10.98		
26	Ginuwine	Back 2 Basics	18.98	14.99		
27	Ray J	Raydiation	18.98	14.99		

Source: www.amazon.com

ACTIVITY 33: TOP 10 DVDS

New Skills Reinforced:

In this activity, you will practice how to:

1. insert columns.
2. move columns.

Activity Overview:

The retail market for DVDs has skyrocketed in the last few years. One of the country's premier booksellers, Barnes & Noble®, has joined the DVD business. Barnes & Noble® (www.bn.com), the Internet's largest bookseller, now offers over 40,000 DVD titles. The customer-friendly Web site has become a favorite among movie lovers and offers discounts on many titles. They offer affordable shipping charges and even provide same day shipping to many cities within the U.S.

The following activity illustrates how spreadsheets can be used to list the top 10 bestselling DVDs for a major retailer.

Instructions:

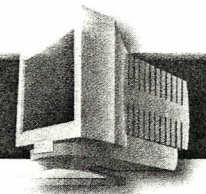
1. Create a NEW spreadsheet.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Bold cell A1 and change the font size to 18 point.
4. Bold cell A2 and change the font size to 14 point.
5. Format the width of column A to 10.0 and left align.
6. Format the width of column B to 25.0 and left align.
7. Center align, bold, and underline row 4.
8. Format the width of columns C – G to 15.0.
9. Format cells C5 – C14 as dates showing mm/dd/yyyy.
10. Use the AutoFill feature to complete the numbering sequence in column A to RANK the movies.
11. Compute the formulas for the first movie as follows:
 - a. B&N DISCOUNT=LIST PRICE*30% -> In cell E5, type =D5*30%
 - b. B&N PRICE=LIST PRICE-B&N DISCOUNT -> In cell F5, type =D5-E5
12. Use the AutoFill feature to copy the formulas down for the remaining movies.
13. Insert a column between column B, TITLE, and column C, RELEASE DATE. Then, move the RATING column to the newly created column. The RATING data should now be in column C.
14. Format columns E – G as currency displaying 2 decimal places and the \$ symbol.
15. Insert a header that shows:
 - a. Left Section Activity 33-Student Name
 - b. Center Section TOP 10 DVDS
 - c. Right Section Current Date

NEW SKILL

Activity 33: Top 10 DVDs Instructions Continued

16. Insert a footer that shows:
 - a. Center Section PAGE number
17. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
18. Carefully proofread your work for accuracy.
19. Save the spreadsheet as TOP 10 DVDS.
20. Analyze the changes made to the data in the spreadsheet.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape.
23. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 33: TOP 10 DVDS DATA SPREADSHEET



	A	B	C	D	E	F	G
1	Top 10 DVD Bestsellers						
2	Barnes & Noble						
3							
4	RANK	TITLE	RELEASE DATE	LIST PRICE	B&N DISCOUNT	B&N PRICE	RATING
5	1	The Princess Bride	9/4/01	14.98			G
6	2	Must Love Dogs	12/20/05	14.98			PG-13
7		My Big Fat Greek Wedding	2/11/03	14.98			PG
8		Shakespeare in Love	12/7/99	14.98			R
9		Love Actually	4/27/04	14.98			R
10		The Chronicles of Narnia	4/4/06	27.98			PG
11		Strictly Ballroom	3/19/02	14.98			PG
12		The Very Hungry Caterpillar	1/3/06	14.98			NR
13		The Matrix	9/21/99	14.98			R
14		Emma	1/5/99	14.98			PG

Source: www.bn.com

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:

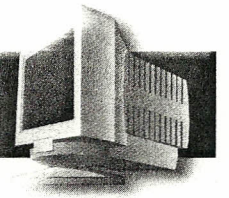
1. Create a NEW spreadsheet.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown. To save time, copy and paste the data in cells A1 – A23 to cells A28 – A50.
3. Enter your name as the employee in cells B7 and B34.
4. Format the width of 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 Instructions Continued

18. Analyze the changes made to the data in the spreadsheet.
19. Set the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that each expense report fits on its own page.
21. Print a copy of each expense report if required by your instructor.

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						
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						

ACTIVITY 35: PERSONAL CD COLLECTION

New Skills Reinforced:

In this activity, you will practice how to:

1. delete columns.
2. use <CTRL>+D to duplicate data in cells.

Activity Overview:

For many people, collecting albums and CDs becomes more than a hobby. When someone's collection begins to grow, it becomes obvious that there needs to be a way to properly catalog what they own. Creating a personal CD collection list can be quite helpful. Gathering information such as artist, album, genre, and a list of tracks makes it easy to find the song or CD you are looking for. Using a program like Microsoft Excel® allows a music lover to organize, sort, and search their compilation with just the click of the mouse.

The following activity illustrates how spreadsheets can be used to maintain a personal CD collection.

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.

NEW SKILL

3. Delete the empty column D.

4. Format the width of columns A and C to 17.0.

5. Format the width of column B to 20.0 and column D to 30.0.

NEW SKILL

6. Select cells A5 – C13 and duplicate the data by pressing <CTRL>+D. Repeat the same procedure for cells A16 – C27, A30 – C42, and A45 – C56.

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

8. Bold rows 4, 15, 29, and 44.

9. Insert a header that shows:

- a. Left Section Activity 35-Student Name
- b. Center Section PERSONAL CD COLLECTION
- c. Right Section Current Date

10. Insert a footer that shows:

- a. Center Section PAGE number

11. Carefully proofread your work for accuracy.

12. Save the spreadsheet as PERSONAL CD COLLECTION.

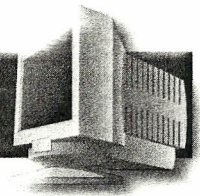
13. Analyze the changes made to the data in the spreadsheet.

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.

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

ACTIVITY 35: PERSONAL CD COLLECTION DATA SPREADSHEET



	A	B	C	D	E	F	G
1		Personal CD Collection					
2							
3							
4	Genre	Artist	Album		Tracks		
5	Classic Rock	Dire Straits	Brothers in Arms		So Far Away		
6					Money for Nothing		
7					Walk of Life		
8					Your Latest Trick		
9					Why Worry		
10					Ride Across the River		
11					The Man's Too Strong		
12					One World		
13					Brother in Arms		
14							
15	Genre	Artist	Album		Tracks		
16	Alternative	Blink 182	Enema of the State		Dumpweed		
17					Don't Leave Me		
18					Aliens Exist		
19					Going Away To College		
20					What's My Age Again		
21					Dysentery Gary		
22					Adam's Song		
23					All The Small Things		
24					The Party Song		
25					Mutt		
26					Wendy Clear		
27					Anthem		
28							
29	Genre	Artist	Album		Tracks		
30	Alternative	Linkin Park	Meteora		Foreword		
31					Don't Stay		
32					Somewhere I Belong		
33					Lying From You		
34					Hit the Floor		
35					Easier to Run		
36					Faint		
37					Figure		
38					Breaking the Habit		
39					From the Inside		
40					Nobody's Listening		
41					Session		
42					Numb		
43							
44	Genre	Artist	Album		Tracks		
45	Alternative	Blues Traveler	Four		Run-Around		
46					Stand		
47					Look Around		
48					Fallible		
49					The Mountains Win Again		
50					Freedom		
51					Crash Burn		
52					Price To Pay		
53					Hook		
54					The Good, The Bad, And The Ugly		
55					Just Wait		
56					Brother John		

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.

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

	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>

ACTIVITY 37: FIDELITY INVESTMENTS®

New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to negative numbers.
2. change a cell's fill color.

Activity Overview:

A mutual fund is an open-ended fund operated by an investment company, such as Fidelity®, which raises money from shareholders and invests in a group of assets in accordance with a stated set of objectives. Mutual funds raise money by selling shares of the fund to the public, much like how other companies sell stock themselves to the public. Mutual funds then take the money they receive from the sale of their shares (along with any money made from previous investments) and use it to purchase various investment vehicles, such as stocks, bonds, and money market instruments.

Fidelity® is the world's largest mutual fund broker and offers a variety of mutual funds to the public. The following activity illustrates how spreadsheets can be used to determine gains or losses in mutual fund investments.

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 column A to 24.0 and left align.
4. Format the width of column B to 8.0 and left align.
5. Format the width of columns C – J to 11.0 and right align.
6. Format cells C1 – H1 as dates as showing mm/dd/yy.
7. Format cells C4 – I20 as numbers displaying 2 decimal places. Set the negative numbers to red and to display parentheses.
8. Format cells J4 – J20 as percentages displaying 2 decimal places.
9. Bold rows 1 and 2.
10. Underline row 2.
11. Compute the formulas for the first fund as follows:
 - a. 01/01/05 VALUE=01/01/05 PRICE*01/01/05 SHARES -> In cell E4, type =C4*D4
 - b. 12/31/05 VALUE=12/31/05 PRICE*12/31/05 SHARES -> In cell H4, type =F4*G4
 - c. \$ GAIN/LOSS=12/31/05 VALUE-01/01/05 VALUE -> In cell I4, type =H4-E4
 - d. % GAIN/LOSS=\$ GAIN/LOSS / 01/01/05 VALUE -> In cell J4, type =I4/E4
12. Use the AutoFill feature to copy the formulas down for the remaining funds.

NEW SKILL

NEW SKILL

NEW SKILL

13. Change the fill color for cells E1 – E20 and H1 – H20 to yellow.
14. Change the fill color for cells I1 – I20 and J1 – J20 to light green.

Activity 37: Fidelity Investments® Instructions Continued

15. Insert a header that shows:
 - a. Left Section Activity 37-Student Name
 - b. Center Section FIDELITY INVESTMENTS
 - c. Right Section Current Date
16. Insert a footer that shows:
 - a. Center Section PAGE number
17. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
18. Carefully proofread your work for accuracy.
19. Save the spreadsheet as FIDELITY INVESTMENTS.
20. Analyze the changes made to the data in the spreadsheet.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape.
23. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G	H	I	J
1	FIDELITY	TICKER	01/01/05	01/01/05	01/01/05	12/31/05	12/31/05	12/31/05	\$	%
2	FUND NAME	SYMBOL	PRICE	SHARES	VALUE	PRICE	SHARES	VALUE	GAIN/LOSS	GAIN/LOSS
3										
4	ASSET MANAGER	FASMX	16.20	165.32		16.05	166.97			
5	BALANCED	FBALX	17.82	156.58		18.76	159.71			
6	BLUE CHIP	FBCVX	12.55	154.32		13.50	157.41			
7	DESTINY I	FDESX	12.83	157.32		14.26	160.47			
8	DESTINY II	FDETX	11.92	147.35		11.89	147.35			
9	CAPITAL APPRECIATION	FDCAX	26.03	197.32		25.10	199.29			
10	DIVERSIFIED INTL.	FDIVX	28.64	132.45		32.54	132.45			
11	EQUITY INCOME	FEQIX	51.60	78.26		52.78	79.04			
12	EQUITY INCOME II	FEQTX	23.56	126.12		22.86	128.64			
13	EUROPE	FIEUX	34.11	123.45		35.97	124.68			
14	EXPORT	FEXPX	19.06	98.23		21.24	101.18			
15	FIDELITY	FFIDX	29.66	154.23		31.82	157.31			
16	GOVT BALANCED	FGBLX	20.99	123.26		21.06	123.26			
17	GROWTH COMPANY	FDGRX	56.06	83.21		63.63	83.21			
18	GROWTH AND INCOME	FGRIX	36.71	121.32		123.75	38.00			
19	HIGH INCOME	SPHIX	8.61	289.34		8.78	295.13			
20	INDEPENDENCE	FDFFX	17.82	128.32		19.65	132.17			

Source: www.fidelity.com

ACTIVITY 38: ABERCROMBIE & FITCH[®] 2

New Skills Reinforced:

In this activity, you will practice how to:

1. use the Count function.
2. use the AutoFormat feature.

Activity Overview:

The following activity illustrates how spreadsheets can be used by a retail clothing store that sells merchandise to the general public. Businesses must determine how inventory should be marked up by dollars and percents.

This activity expands on the Abercrombie & Fitch[®] spreadsheet created in Activity 7.

Instructions:

1. Open the file ABERCROMBIE & FITCH previously created in Activity 7.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Delete row 1 containing the Activity # and Student Name.
3. Type the additional column headings as shown for columns G and H. Bold these headings.
4. Center align columns G and H.
5. Type the additional data shown in cells A17 and A30.
6. Compute the formulas for the first item as follows:
 - a. \$ MARKUP=SELLING PRICE-UNIT COST -> In cell G8, type =F8-E8
 - b. % MARKUP=\$ MARKUP/UNIT COST -> In cell H8, type =G8/E8
7. Copy and paste these formulas for the remaining men's and women's wear items.
8. Format cells E8 – G29 as currency displaying 2 decimal places and the \$ symbol.
9. Format cells H8 – H29 as percentages displaying 2 decimal places.
10. In cells B17 and B30, use the COUNT function to determine the number of items for men's wear and for women's wear. Enter the following formulas:
 - a. In cell B17, type =COUNT(B8:B16)
 - b. In cell B30, type =COUNT(B19:B29)
11. Select cells A1 – H30 and set the AutoFormat feature to "List 2."
Note: If "List 2" is not an option, select an alternate AutoFormat style to apply to the above cells.
12. Insert a header that shows:
 - a. Left Section Activity 38-Student Name
 - b. Center Section ABERCROMBIE AND FITCH 2
 - 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 ABERCROMBIE & FITCH 2.
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.

NEW SKILL

NEW SKILL

	A	B	C	D	E	F	G	H
1	ABERCROMBIE & FITCH							
2	Markup Schedule November 2005							
3								
4								
5		ITEM			UNIT	SELLING	\$	%
6		NUMBER	ITEM	STYLE	COST	PRICE	MARKUP	MARKUP
7								
8	Men's wear	66147091	Polo	Salmon Lake	15.00	34.50		
9		68047979	Henleys	Caroga Lake	20.00	39.50		
10		67252066	Tees Short Sleeve Logo	Mount Colden	10.00	19.50		
11		68046404	Fleece	Roaring Brook	20.00	39.50		
12		73012342	Denim Jacket	Bull Point	60.00	79.50		
13		65014099	Sweater	Ridge Trail	20.00	39.50		
14		72024865	Jeans	Kilburn low rise boot	20.00	39.50		
15		71032968	Classic Pants	Woodfalls cargo	25.00	44.50		
16		70033081	Shorts	Bradshaw cargo	20.00	39.50		
17	Total Items							
18								
19	Women's wear	97170590	Message Tees	Beauty and Brains	6.00	15.50		
20		81367542	Tanks/Camis	Cecilia	5.00	12.50		
21		81373714	Knits	Danielle	15.00	24.50		
22		82050120	Pullover Fleece	Kylie velvet	20.00	39.50		
23		82048637	Track Jackets	Jaime	40.00	59.50		
24		80042350	Sweaters	Alyssa	30.00	49.50		
25		90014006	Denim Jackets	Tori	65.00	89.50		
26		90014048	Outerwear	Heather	75.00	128.00		
27		86045021	Jeans	Ashley super flare	20.00	39.50		
28		85094002	Active Pants	Jane stitch	15.00	34.50		
29		88033853	Denim Skirts	Cynthia	28.00	54.50		
30	Total Items							

Source: <http://www.abercrombie.com/anf/lifestyles/html/homepage.html>

ACTIVITY 39: MUSIC GENRES

New Skills Reinforced:

In this activity, you will practice how to:

1. import a text file into Excel.
2. use cell borders to highlight a cell's importance.

Activity Overview:

Allmusic.com, created in 1995, 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. 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 can be depended on to provide 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 1-39. 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. Click on the "Data" menu and choose "Get External Data" then "Import Text File." Choose the MUSIC_GENRES.txt file created in step 2.
 - a. Set the original data type as DELIMITED.
 - b. Use COMMA as the only delimiter.
 - c. The data format for each column should be GENERAL.

The data should now appear in the existing worksheet.

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

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 2-39 to see what your spreadsheet should look like.
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
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as MUSIC_GENRES.
12. Set the Print Area to include all cells containing data in the spreadsheet.
13. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
14. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

NEW SKILL

ACTIVITY 39: MUSIC GENRES DATA SPREADSHEET

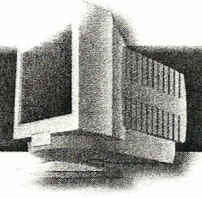


Table 1-39

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 ← Separate each line using the <Enter> key

Lisa Loeb, Anti Hero, Pop

Wolfmother, Woman, Rock

Le Toya, Torn, R&B

Nate Sallie, Breakthrough, Country

Dead Celebrity Status, We Fall, Hip Hop

Demiricous, Vagrant Idol, Hard Rock

Pearl Jam, Pearl Jam, Rock

Kenny Dorham, Matador, Jazz

Van Morrison, Pay the Devil, Country

Rihanna, Girl Like Me, Rap

Table 2-39

Music Genres		
Artist	Album	Genre
Lisa Loeb	Anti Hero	Pop
Wolfmother	Woman	Rock
Le Toya	Torn	R&B
Nate Sallie	Breakthrough	Country
Dead Celebrity Status	We Fall	Hip Hop
Demiricous	Vagrant Idol	Hard Rock
Pearl Jam	Pearl Jam	Rock
Kenny Dorham	Matador	Jazz
Van Morrison	Pay the Devil	Country
Rihanna	Girl Like Me	Rap

ACTIVITY 40: CHICAGO WHITE SOX[®] 2

New Skills Reinforced:

In this activity, you will practice how to:

1. print a spreadsheet with row and column headings.

Activity Overview:

The following activity illustrates how spreadsheets are used to list the Chicago White Sox[®] players statistics. This activity expands on the Chicago White Sox[®] spreadsheet created in Activity 14.

Instructions:

1. Open the file CHICAGO WHITE SOX 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 column and row headings should appear in the Print Preview.
5. Save the spreadsheet as CHICAGO WHITE SOX 2.
6. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL →