

ACTIVITY 21: CANDY HOLIDAYS

New Skills Reinforced:

In this activity, you will practice how to:

1. insert a clipart image in a spreadsheet.

Activity Overview:

Everyone loves finding out fun facts about fun things. What's better than knowing a cool piece of information about some of the best sweet treats around? The National Confectioners Association has helped to build public awareness of different kinds of candy through national special observances. These dates, which are approved by the United States Senate, get people excited about candy products and give everyone another reason to indulge in their favorite snack. The National Confectioners Association's Web site has a complete list of candy-related holidays along with the history of different candies, recipes, and ways to create family traditions involving candy.

The following activity illustrates how spreadsheets can be used to organize candy holidays. In this activity, you will be inserting a clipart image to enhance the appearance of the spreadsheet.

Instructions:

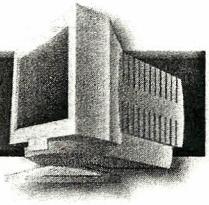
1. Create a NEW spreadsheet.

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 column B as dates showing DD-Month. Example: "1/3" should appear as "3-Jan."
5. Format the height of row 2 to 60.0.
6. Insert a clipart image depicting candy into the spreadsheet. Place the clipart image next to the title "Candy Holidays" in cell A1. Be sure the image does not cover any text. Resize the clipart image so it is in proportion with the spreadsheet data.
7. Format the width of column A to 43.0 and left align.
8. Bold and underline row 3.
9. Insert a header that shows:
 - a. Left Section Activity 21-Student Name
 - b. Center Section CANDY HOLIDAYS
 - 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 CANDY HOLIDAYS.
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.

NEW SKILL

ACTIVITY 21: CANDY HOLIDAYS DATA SPREADSHEET



	A	B
1	Candy Holidays	
2		
3	Holiday Titles	Date
4	National Chocolate Covered Cherry Day	1/3
5	National English Toffee Day	1/8
6	National Peanut Brittle Day	1/26
7	National Gum Drop Day	2/15
8	Chocolate Mint Day	2/19
9	National Chocolate Caramel Day	3/19
10	National Chocolate Covered Raisin Day	3/24
11	National Licorice Day	4/12
12	National Chocolate Covered Cashews Day	4/21
13	National Jelly Bean Day	4/22
14	National Nutty Fudge Day	5/12
15	National Chocolate Chip Day	5/15
16	National Taffy Day	5/23
17	Fudge Day	6/16
18	Chocolate Day	7/7
19	Gummi Worm Day	7/15
20	National Lollipop Day	7/20
21	National Milk Chocolate Day	7/28
22	National Chocolate Chip Day	8/4
23	S'more's Day	8/10
24	National Toasted Marshmallow Day	8/30
25	International Chocolate Day	9/13
26	National White Chocolate Day	9/22
27	National Chocolate Day	10/28
28	National Candy Corn Day	10/30
29	National Caramel Apple Day	10/31
30	National Bittersweet Chocolate with Almonds Day	11/7
31	National Cotton Candy Day	12/7
32	National Chocolate Covered Anything Day	12/16
33	National Candy Cane Day	12/26

Source: <http://www.candyusa.org/default.asp>

ACTIVITY 22: ASTROLOGY

New Skills Reinforced:

In this activity, you will practice how to:
1. insert comments for cells.

Activity Overview:

Astrology is a system of beliefs that some people believe guide personalities and aid in decision-making in one's life. The practice of astrology dates back to the first century BC. Astrology's popularity in today's culture is still very strong. Astrologers try to equate a daily horoscope with what might be going on in the lives of people.

The following activity illustrates how spreadsheets can be used to list astrological personality traits. In this activity, you will add comments to individual cells. Comments are hidden notes that an author of a spreadsheet can use to provide more information about the data of a cell. In this activity, you will be adding comments that provide the birth dates for each astrological sign.

Instructions:

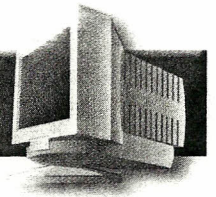
1. Create a NEW spreadsheet.

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 25.0.
4. Use AutoFit to adjust the width of columns B – F.
5. Insert the birthdates shown in Table 1-22 as comments for each corresponding astrology sign shown in column A. For example, Aries should have a comment that reads "3/21 – 4/19."
6. Bold cell A1 and change the font size to 16 point.
7. Bold and center align row 3.
8. Right align cells B4 – F15.
9. Insert a header that shows:
 - a. Left Section Activity 22-Student Name
 - b. Center Section ASTROLOGY
 - 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 ASTROLOGY.
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. Set the page orientation to landscape and to show comments at the end of the sheet.
16. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

ACTIVITY 22: ASTROLOGY DATA SPREADSHEET



	A	B	C	D	E	F
1	Personality Traits for Astrological Signs					
2						
3	Sign	Characteristic 1	Characteristic 2	Characteristic 3	Characteristic 4	Characteristic 5
4	Aries	Spiritual Warrior	Initiator	Pioneer	Daredevil	Survivor
5	Taurus	Beauty	Inner Peace	Deprivation	Denial	Abundance
6	Gemini	Adaptable Intellect	Indecisive	Witty	Eloquent	Networker
7	Cancer	Sensitive	Moody	Protective	Nurturing	Sympathetic
8	Leo	Heart	Centerstage	Courage	Actor	Ambitious
9	Virgo	Fixed	Meticulous	Perfectionist	Analytical	Systematic
10	Libra	Idealist	Sociable	Pleaser	Dependent	Self-Indulgent
11	Scorpio	Healer	Psychic	Alchemist	Control	Fear
12	Sagittarius	Inspiration	Vast	Scattered	Traveler	Explorer
13	Capricorn	Master Manifester	Business Whiz	Efficient	Practical	Responsible
14	Aquarius	Scientist	Innovator	Likes to Experiment	Genius	Original
15	Pisces	Empathic	Sensitive	Oneness	Separation Issues	Imaginative

Source: <http://www.circlesoflight.com/astrology-articles/astrology-overview-1.shtml>

Table 1-22

Add the birthdates provided below as comments to each corresponding astrology sign's cell in column A.

Sign	Birth Dates
Aries	3/21 - 4/19
Taurus	4/20 - 5/20
Gemini	5/21 - 6/21
Cancer	6/22 - 7/22
Leo	7/23 - 8/22
Virgo	8/23 - 9/22
Libra	9/23 - 10/22
Scorpio	10/23 - 11/22
Sagittarius	11/23 - 12/21
Capricorn	12/22 - 1/19
Aquarius	1/20 - 2/18
Pisces	2/19 - 3/20

ACTIVITY 23: XBOX 360®

New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to currency using the dollar sign button on the formatting toolbar.

Activity Overview:

Xbox 360® sets a new pace for digital entertainment. More than just a cutting-edge game system, Xbox 360® integrates high-definition video, DVD movie playback, digital music, photos, and online connectivity into one sleek, small tower.

The following activity illustrates how spreadsheets can be used to compute a sales representative's commission on Xbox 360® games.

Instructions:

1. Create a NEW spreadsheet.

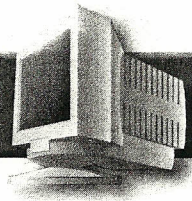
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Format the width of column A to 50.0 and left align.
4. Format the width of column B to 8.0 and right align
5. Select cells B9 – B33 and format them as currency style by clicking on the "\$" button on the formatting toolbar.
6. Format the width of column C to 10.0 and center align.
7. Bold cell A2 and change the font size to 16 point.
8. Compute the formulas for the TOTAL SALES and COMMISSION for the first Game/Accessory as follows:
 - a. TOTAL SALES=UNIT PRICE*UNITS SOLD -> In cell D9, type =B9*C9
 - b. COMMISSION=5%*TOTAL SALES -> In cell E9, type =5%*D9
9. Use the AutoFill feature to copy the formulas down in the TOTAL SALES and COMMISSION columns.
10. Enter formulas to total columns D and E.
11. Format the width of columns D and E to 13.0 and right align.
12. Select cells D9 – E35 and format them as currency style by clicking on the "\$" button on the formatting toolbar.
13. Bold rows 3 – 7 and 35.
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 XBOX 360.
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.

NEW SKILL

NEW SKILL

ACTIVITY 23: XBOX 360® DATA SPREADSHEET



	A	B	C	D	E
1	Activity 23 Student Name				
2	Xbox 360 Games & Accessories				
3	STUDENT'S NAME				
4	MONTHLY COMMISSION REPORT				
5					
6		UNIT	UNITS	TOTAL	
7	GAME/ACCESSORY	PRICE	SOLD	SALES	COMMISSION
8					
9	Amped 3	59.99	22		
10	Call of Duty 2	59.99	34		
11	Condemned: Criminal Origins	59.99	28		
12	Dead or Alive 4	59.99	37		
13	FIFA 2006	59.99	26		
14	Full Auto	59.99	28		
15	Kameo: Elements of Power	49.99	22		
16	Madden NFL 2006	59.99	54		
17	NBA 2K6	59.99	46		
18	NBA Live 2006	59.99	48		
19	Need for Speed: Most Wanted	59.99	37		
20	NHL 2K6	59.99	29		
21	Perfect Dark Zero Limited Collector's Edition	59.99	35		
22	Project Gotham Racing 3	49.99	39		
23	Quake 4	59.99	27		
24	Ridge Racer 6	59.99	23		
25	The Godfather	59.99	25		
26	Tiger Woods PGA Tour 2006	59.99	36		
27	Tony Hawk's American Wasteland	59.99	50		
28	Top Spin 2	59.99	26		
29	True Crimes: New York City	59.99	44		
30	Xbox 360 Peter Jackson's King Kong	59.99	30		
31	Wireless Network Adapter	99.99	16		
32	Wireless Controller	69.99	18		
33	Play and Charge Kit	19.99	10		
34					
35	TOTALS				

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

ACTIVITY 24: MUSIC STORE CHECKBOOK

New Skills Reinforced:

In this activity, you will practice how to:

1. use the AutoSum button on the standard toolbar.

Activity Overview:

Virgin Records™ began in the early 1970s as a small, independent label based in London. Today, Virgin Records™ is part of EMI, the third largest music company in the world. A wide array of artists call Virgin their recording home.

Every successful business must have an accurate accounting system. Businesses must also safeguard cash and cash activities. Businesses usually make daily deposits and pay all their bills by check. These methods help maintain internal control and are an excellent system for protecting their assets.

The following activity illustrates how spreadsheets can be used to update a checkbook register by listing dates with their respective deposits and checks.

Instructions:

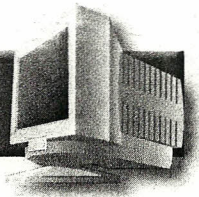
1. Create a NEW spreadsheet.

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 12.0 and left align
4. Format cells A10 – A40 as dates showing m/dd/yyyy.
5. Format the width of column B to 12.0 and center align.
6. Format the width of column C to 12.0 and right align.
7. Format cells C10 – C43 as numbers displaying 2 decimal places.
8. Format the width of column D to 20.0.
9. Format the width of column E to 12.0 and center align.
10. Format the width of columns F and G to 14.0 and right align.
11. Format cells F10 – G43 as numbers displaying 2 decimal places.
12. Bold cell A2 and change the font size to 16 point.
13. Bold rows 3 – 9 and row 43.
14. Underline row 9.
15. In cell G10, type 35431 for the “Balance brought forward.”
16. Enter a formula to calculate the BALANCE for the first transaction in the check register as follows:
BALANCE=BALANCE+DEPOSITS-WITHDRAWALS -> In cell G11, type =G10+C11-F11
17. Use the AutoFill feature to copy the BALANCE formula down for the remaining transactions shown in column G.
18. Position the cursor in cell C43 and click on the “AutoSum” button on the standard toolbar to sum cells C11 – C40. Repeat this procedure in cell F43 to sum cells F11 – F41.
19. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
20. Carefully proofread your work for accuracy.
21. Save the spreadsheet as MUSIC STORE CHECKBOOK.
22. Analyze the changes made to the data in the spreadsheet.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
25. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

ACTIVITY 24: MUSIC STORE CHECKBOOK DATA SPREADSHEET



	A	B	C	D	E	F	G
1	Activity 24 Student Name						
2	VIRGIN RECORDS						
3	150 Fifth Avenue						
4	New York, NY 10011						
5							
6							
7	CHECKBOOK REGISTER						
8							
9	DATE	DEPOSIT#	DEPOSITS		CHECK#	WITHDRAWALS	BALANCE
10	1/7/06			Balance brought forward			
11	1/8/06	543	785.23				
12					932	123.65	
13	1/9/06	544	1,245.32				
14					933	354.23	
15					934	789.23	
16					935	1456.87	
17					936	3156.32	
18					937	547.36	
19	1/10/06	545	4,587.00				
20					938	654.32	
21					939	698.34	
22	1/11/06	546	2,354.87				
23					940	789.32	
24					941	654.78	
25					942	3691.54	
26					943	547.32	
27	1/12/06	547	3,654.45				
28					944	789.23	
29					945	785.23	
30	1/13/06	548	3,254.56				
31					946	741.32	
32							
33	1/14/06	549	2,365.87				
34					947	783.21	
35					948	782.32	
36	1/15/06	550	6,874.56				
37					949	5472.78	
38					950	785.64	
39					951	478.32	
40	1/16/06	551	3,291.65				
41					952	789.38	
42							
43	TOTALS						

ACTIVITY 25: SALES REPORT

New Skills Reinforced:

None. This activity provides additional reinforcement in using many of the skills introduced in previous activities.

Activity Overview:

Sales are the lifeline of all businesses. Without sales, a business could not survive. A business's sales force must be motivated to sell the company's products or services. To accomplish this, businesses usually offer their sales staff a compensation program to help increase sales which leads to increased profits.

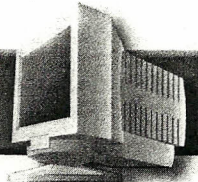
Incentive programs consist of commissions, bonus plans, merchandise, prizes, profit sharing, or other rewards that are offered to salespeople to compel them to sell more. However, most businesses use some form of cash commission incentive to motivate their sales staff.

The following activity illustrates how a spreadsheet can be used to compute the commissions earned by Wireless Connections' sales force and add the commissions to their base salary.

Instructions:

1. Create a NEW spreadsheet.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Format row 9 to wrap the text within each cell.
3. Type the data as shown.
4. Format the width of column A to 10.0 and left align.
5. Format the width of columns B and C to 14.0 and left align.
6. Format the width of columns D – G to 13.0 and right align.
7. Format cells D11 – G45 as numbers displaying 2 decimal places.
8. Bold cell A2 and change the font size to 16 point.
9. Bold rows 7 – 9.
10. Compute the formulas for the first employee as follows:
 - a. $COMMISSION=5\%*SALES$ -> In cell F11, type $=5\%*E11$
 - b. $TOTAL\ SALARY=BASE\ SALARY+COMMISSION$ -> In cell G11, type $=D11+F11$
11. Use the AutoFill feature to copy the formulas down for the COMMISSION and TOTAL SALARY columns for the remaining employees.
12. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for columns D – G.
13. Bold rows 42 – 45.
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 SALES REPORT.
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 25: SALES REPORT DATA SPREADSHEET



	A	B	C	D	E	F	G
1	Activity 25 Student Name						
2	WIRELESS CONNECTIONS						
3	1022 Monaco Parkway						
4	Denver, CO 80220						
5							
6							
7	January 2006 Sales Report						
8							
9	EMPLOYEE NUMBER	LAST	FIRST	BASE SALARY	SALES	5% COMMISSION	TOTAL SALARY
10							
11	24871	Agyemang	Rashida	500	14569		
12	60155	Asani	Valdete	1000	12057		
13	18835	Amramov	Sharon	1500	15987		
14	56291	Anthony	Brianna	700	8965		
15	91526	Bhuiyan	Julie	800	4569		
16	31994	Campbell	Shani	900	8796		
17	92211	Charles	Anna	1000	11236		
18	65815	Colon	Vanessa	600	21543		
19	31825	Depusoir	Melissa	700	14567		
20	31988	Diga	Shantell	500	17896		
21	69978	Jarara	Amir	1200	16542		
22	33680	Jean-Pierre	Santa	1300	9987		
23	31509	Karpov	Linda	1000	9876		
24	83229	Kuang	Winnie	800	11356		
25	31825	Lee	Jun Yi	900	10325		
26	31988	Mang	Zhu Na	500	10789		
27	69978	Merzell	Fadhilla	1500	13654		
28	33680	Michaels	Ruzanna	600	14210		
29	31509	Narovlianski	Andy	700	10236		
30	83229	Ng	Gloria	900	13546		
31	35785	Phillips	Leanne	1000	16987		
32	32765	Saballos	Maria	1100	14569		
33	24401	St. Juste	Candace	1300	12547		
34	77984	Sultana	Zorina	700	11234		
35	10343	Wu	Sze Wai	2000	25369		
36	47957	Wu	Hao Ting	500	10459		
37	89334	Yassin	Sherin	900	11236		
38	15359	Yip	Miao Xian	1100	15645		
39	93280	Young	Tamara	1400	16875		
40	32585	Yuen	San San	1300	18987		
41							
42	TOTALS						
43	AVERAGE						
44	MAXIMUM						
45	MINIMUM						
46							

ACTIVITY 26: ACCOUNTS PAYABLE

New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to percents.

Activity Overview:

Assume you work at your local mall at a fragrance boutique. Suppliers generally offer customers who buy on account a cash discount for early payment. For the buyer, the discount is called a purchase discount. For the seller, it is called a sales discount. The owner ordered many bottles of perfume for the Christmas season and will receive a discount if she pays her bills within 15 days. The owner asked you to help calculate what she owes to her vendors using a spreadsheet.

The following activity illustrates how spreadsheets can be used to calculate a small company's purchase discounts and sales tax.

Instructions:

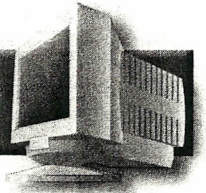
1. Create a NEW spreadsheet.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Format the width of column A to 24.0 and left align.
4. Format the width of column B to 11.0 and right align.
5. Format cells B10 – B40 as numbers displaying 2 decimal places.
6. Format the width of column C to 11.0 and center align.
7. Format cells C10 – C35 as percentages displaying 0 decimal places.
8. Format the width of columns D – G to 11.0 and right align.
9. Format cells D10 – G40 as numbers displaying 2 decimal places.
10. Bold cell A2 and change the font size to 14 point.
11. Bold cell A3 and change the font size to 12 point.
12. Bold rows 7 and 8.
13. Compute the formulas for the first company, Baby Phat, as follows:
 - a. PURCHASE DISCOUNT=AMOUNT OWED*% DISCOUNT -> In cell D10, type =B10*C10
 - b. SUBTOTAL=AMOUNT OWED-PURCHASE DISCOUNT -> In cell E10, type =B10-D10
 - c. SALES TAX=6%*SUBTOTAL -> In cell F10, type =6%*E10
 - d. AMOUNT OWED=SUBTOTAL+SALES TAX -> In cell G10, type =E10+F10
14. Use the AutoFill feature to copy the formulas down for the remaining companies.
15. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for column B and columns D – G.
16. Bold rows 37 – 40.
17. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

NEW SKILL

Activity 26: Accounts Payable Instructions Continued

18. Carefully proofread your work for accuracy.
19. Save the spreadsheet as ACCOUNTS PAYABLE.
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.
23. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 26: ACCOUNTS PAYABLE DATA SPREADSHEET



	A	B	C	D	E	F	G
1	Activity 26 Student Name						
2	CUSTOM FRAGRANCES						
3	Phipps Plaza Mall						
4	3500 Peachtree Rd NE # 11						
5	Atlanta, GA 30326						
6							
7		AMOUNT	%	PURCHASE			AMOUNT
8	COMPANY	OWED	DISCOUNT	DISCOUNT	SUBTOTAL	SALES TAX	OWED
9							
10	Baby Phat	658	0.03				
11	Boucheron	325	0.04				
12	Brittany Spears	1228	0.05				
13	Burberry of London	357	0.03				
14	Cacharel	421	0.02				
15	Calvin Klein	763	0.04				
16	Chanel	632	0.03				
17	Christian Dior	288	0.02				
18	Dolce & Gabbana	324	0.02				
19	Donald Trump	1056	0.05				
20	Donna Karan	1236	0.06				
21	Elizabeth Taylor	478	0.04				
22	Estee Lauder	631	0.07				
23	Giorgio Armani	712	0.04				
24	Givenchy	284	0.02				
25	Gucci	394	0.03				
26	Guess?	578	0.04				
27	Hugo Boss	435	0.05				
28	Jennifer Lopez Fragrances	875	0.07				
29	Kenneth Cole	627	0.04				
30	Maria Sharapova	937	0.04				
31	Oscar de la Renta	765	0.04				
32	Paris Hilton	1181	0.02				
33	Ralph Lauren	654	0.03				
34	Sarah Jessica Parker	473	0.05				
35	Tommy Bahama	684	0.04				
36							
37	TOTALS						
38	AVERAGE						
39	MAXIMUM						
40	MINIMUM						

ACTIVITY 27: SAN ANTONIO SPURS® 2

New Skills Reinforced:

In this activity, you will practice how to:

1. cut, copy, and paste data.
2. use sets of parentheses in formulas.

Activity Overview:

This activity expands on the San Antonio Spurs® spreadsheet created in Activity 4.

This activity illustrates how spreadsheets can be used to record:

1. the players, their uniform numbers, their position, and games played.
2. field goals made, attempted, and percentage.
3. three-point shots made, attempted, and percentage.
4. free throws made, attempted, and percentage.
5. total points scored and scoring average.

Instructions:

1. Open the file SAN ANTONIO SPURS previously created in Activity 4.

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

2. Change the Activity # in row 1 to read Activity 27.

3. Type the additional data as shown in columns E – O.

NEW SKILL

4. Copy cell A2 to cells E2 and K2.

NEW SKILL

5. Cut cell A4 and paste it to cell E4.

6. Format the width of columns D – O to 7.0 and left align.

7. Format columns G, J, and M as percentages displaying 1 decimal place.

8. Compute the formulas for the first player as follows (See Table 1-27 to interpret the abbreviations used in each column):

a. PCT (Percentage of field goals made)=FGM/FGA -> In cell G13, type =E13/F13

b. PCT (Percentage of three-point shots made)=3PM/3PA -> In cell J13, type =H13/I13

c. PCT (Percentage of free throws made)=FTM/FTA -> In cell M13, type =K13/L13

d. PTS (Total points scored)=(FGM*2)+(3PM*3)+FTM ->

In cell N13, type =(E13*2)+(H13*3)+K13

e. AVG (Average points per game)=PTS/GAMES PLAYED -> In cell O13, type =N13/D13

NEW SKILL

9. Use the AutoFill feature to copy the formulas down for the remaining players.

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 SAN ANTONIO SPURS 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. Set the page orientation to landscape.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Activity 27 Student Name														
2	N.B.A. CHAMPIONS														
3	SAN ANTONIO SPURS														
4	2004-05 ROSTER														
5															
6	Head Coach: Greg Popovich														
7															
8															
9															
10		JERSEY	POSITION	GAMES											
11	PLAYER	NUMBER	PLAYED	PLAYED	FGM	FGA	PCT	3PM	3PA	PCT	FTM	FTA	PCT	PTS	AVG
12															
13	Tim Duncan	21	F, C	66	517	1042		3	9		305	455			
14	Tony Parker	9	G	80	539	1118		43	156		210	323			
15	Manu Ginobili	20	G	74	367	780		97	258		355	442			
16	Glenn Robinson	3	F	9	34	77		2	6		20	23			
17	Bruce Bowen	12	F	82	251	498		102	253		71	112			
18	Brent Barry	17	G	81	194	459		100	280		113	135			
19	Devin Brown	23	G	67	173	409		45	121		103	130			
20	Nazr Mohammed	2	C	23	55	142		0	1		32	56			
21	Robert Horry	5	F, C	75	157	375		51	138		86	109			
22	Beno Udrih	14	G	80	173	390		58	142		67	89			
23	Rasho Nesterovic	8	C	70	198	430		0	1		14	30			
24	Dion Glover	9	G, F	7	8	22		1	8		8	10			
25	Sean Marks	40	F, C	23	27	80		0	3		22	28			
26	Tony Massenburg	34	F, C	61	74	182		0	1		48	63			
27	Mike Wilks	29	G	48	32	77		5	16		12	16			
28	Linton Johnson III	43	F	2	0	2		0	1		1	2			

Source: <http://aol.nba.com/spurs/stats/2004/index.html>

Table 1-27

Abbreviations interpreted:

FGM	Field Goals Made	FTM	Free Throws Made
FGA	Field Goals Attempted	FTA	Free Throws Attempted
3PM	Three-Point Shots Made	PTS	Total Points Scored
3PA	Three-Point Shots Attempted	AVG	Average Points Per Game

ACTIVITY 27: SAN ANTONIO SPURS® 2

New Skills Reinforced:

In this activity, you will practice how to:

1. cut, copy, and paste data.
2. use sets of parentheses in formulas.

Activity Overview:

This activity expands on the San Antonio Spurs® spreadsheet created in Activity 4.

This activity illustrates how spreadsheets can be used to record:

1. the players, their uniform numbers, their position, and games played.
2. field goals made, attempted, and percentage.
3. three-point shots made, attempted, and percentage.
4. free throws made, attempted, and percentage.
5. total points scored and scoring average.

Instructions:

1. Open the file SAN ANTONIO SPURS previously created in Activity 4.

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

2. Change the Activity # in row 1 to read Activity 27.

3. Type the additional data as shown in columns E – O.

NEW SKILL

4. Copy cell A2 to cells E2 and K2.

NEW SKILL

5. Cut cell A4 and paste it to cell E4.

6. Format the width of columns D – O to 7.0 and left align.

7. Format columns G, J, and M as percentages displaying 1 decimal place.

8. Compute the formulas for the first player as follows (See Table 1-27 to interpret the abbreviations used in each column):

a. PCT (Percentage of field goals made)=FGM/FGA -> In cell G13, type =E13/F13

b. PCT (Percentage of three-point shots made)=3PM/3PA -> In cell J13, type =H13/I13

c. PCT (Percentage of free throws made)=FTM/FTA -> In cell M13, type =K13/L13

NEW SKILL

d. PTS (Total points scored)=(FGM*2)+(3PM*3)+FTM ->

In cell N13, type =(E13*2)+(H13*3)+K13

e. AVG (Average points per game)=PTS/GAMES PLAYED -> In cell O13, type =N13/D13

9. Use the AutoFill feature to copy the formulas down for the remaining players.

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 SAN ANTONIO SPURS 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. Set the page orientation to landscape.

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

ACTIVITY 28: QUARTERBACK STATISTICS

New Skills Reinforced:

In this activity, you will practice how to:

1. change cell shading.

Activity Overview:

Statistics play an important role in any sport. They are used in evaluating team performance as well as the performance of individual players. Football statistics are very simple to understand and compute.

The following activity illustrates how spreadsheets can be used to compute the completion percentage of NFL[®] quarterbacks during the 2005 season. In this activity, you will be applying cell shading to enhance the appearance of a spreadsheet.

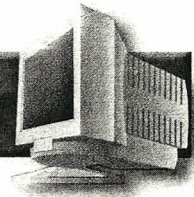
Instructions:

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. Format the width of columns B and C to 20.0 and left align.
5. Center align cells A5 – A30 and cells D5 – G30.
6. Compute the formula for the first player's PCT (Completion Percentage) as follows:
 - a. $PCT(\text{Completion Percentage}) = \text{Cmp}(\text{Completed Passes}) / \text{Att}(\text{Attempted Passes})$ ->
In cell G7, type =F7/E7
7. Use the AutoFill feature to copy the formula down for PCT for the remaining players.
8. Format cells G7 – G30 as percentages displaying 1 decimal place.
- NEW SKILL** 9. Change the shading for cells A5 – G5 to gray (25%).
10. Bold row 5.
11. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as QUARTERBACK STATISTICS.
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.

ACTIVITY 28: QUARTERBACK STATISTICS DATA SPREADSHEET



	A	B	C	D	E	F	G
1	Activity 28 Student Name						
2	NFL 2005 QUARTERBACK STATISTICS						
3							
4							
5	RANK	PLAYER	TEAM	YDS	ATT	CMP	PCT
6							
7	1	Peyton Manning	Indianapolis Colts	3747	453	305	
8	2	Carson Palmer	Cincinnati Bengals	3836	509	345	
9	3	Ben Roethlisberger	Pittsburgh Steelers	2385	268	168	
10	4	Matt Hasselbeck	Seattle Seahawks	3459	449	294	
11	5	Marc Bulger	St. Louis Rams	2297	287	192	
12	6	Tom Brady	New England Patriots	4110	530	334	
13	7	Jake Plummer	Denver Broncos	3366	456	277	
14	8	Trent Green	Kansas City Chiefs	4014	507	317	
15	9	Byron Leftwich	Jacksonville Jaguars	2123	302	175	
16	10	Drew Brees	San Diego Chargers	3576	500	323	
17	11	Brad Johnson	Minnesota Vikings	1885	294	184	
18	12	Jake Delhomme	Carolina Panthers	3421	435	262	
19	13	Mark Brunell	Washington Redskins	3050	454	262	
20	14	Kurt Warner	Arizona Cardinals	2713	375	242	
21	15	Donovan McNabb	Philadelphia Eagles	2507	357	211	
22	16	Drew Bledsoe	Dallas Cowboys	3639	499	300	
23	17	Steve McNair	Tennessee Titans	3161	476	292	
24	18	Chris Simms	Tampa Bay Buccaneers	2035	313	191	
25	19	Kerry Collins	Oakland Raiders	3759	565	302	
26	20	David Carr	Houston Texans	2488	423	256	
27	21	Trent Dilfer	Cleveland Browns	2321	333	199	
28	22	Eli Manning	New York Giants	3762	557	294	
29	23	Michael Vick	Atlanta Falcons	2412	387	214	
30	24	Brett Favre	Green Bay Packers	3881	607	372	

Source: www.NFL.com

ACTIVITY 29: RECIPES

New Skills Reinforced:

In this activity, you will practice how to:

1. format cells as fractions.

Activity Overview:

Assume that you are a culinary arts student. Your teacher has asked you to search the Internet for cookie and brownie recipes. She then asks you to type them up so you can distribute them to your classmates. You decide to type them using Microsoft Excel®. You notice that every time you type "½," Microsoft Excel® changes it to "2-Jan." The following activity illustrates how spreadsheets can be used to format cells as fractions.

Instructions:

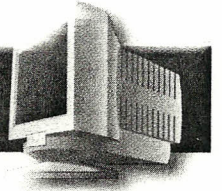
1. Create a NEW spreadsheet.

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 cells A2, A6, and A20 and change the font size to 16 point.
4. Bold and underline rows 8 and 22.
5. Format the width of column A to 36.0.
6. Format the width of columns B and C to 16.0 and center align.
7. Format column B as fractions, up to one digit.
8. Carefully proofread your work for accuracy.
9. Save the spreadsheet as RECIPES.
10. Analyze the changes made to the data in the spreadsheet.
11. Set the Print Area to include all cells containing data in the spreadsheet.
12. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
13. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

ACTIVITY 29: RECIPES DATA SPREADSHEET



	A	B	C
1	Activity 29 Student Name		
2	RECIPES		
3			
4			
5			
6	Chocolate Chip Cookies		
7			
8	INGREDIENTS	AMOUNT	MEASUREMENT
9	flour	2.25	cup
10	baking soda	1	teaspoon
11	margarine	0.5	cup
12	white sugar	0.25	cup
13	light brown sugar	0.75	cup
14	vanilla extract	1	teaspoon
15	package instant vanilla pudding mix	3.5	ounce
16	eggs	2	large
17	chocolate chips	1.5	cup
18			
19			
20	Blondie Brownies		
21			
22	INGREDIENTS	AMOUNT	MEASUREMENT
23	shortening	0.5	cup
24	milk	1.5	tablespoon
25	brown sugar	0.5	cup
26	egg	1	large
27	flour	1.5	cup
28	baking powder	0.5	teaspoon
29	salt	0.125	teaspoon
30	vanilla extract	1	teaspoon
31	chopped walnuts	0.5	cup

ACTIVITY 30: NBA® STANDINGS

New Skills Reinforced:

In this activity, you will practice how to:

1. insert and delete rows.

Activity Overview:

The National Basketball Association® (NBA®) is one of the most popular professional sports leagues in the world! It is estimated that the American game is now played by more than 250 million people worldwide in an organized fashion, as well as by countless others in "pick-up" games.

In the regular season, each NBA® team plays 82 games, which are divided evenly between home and away games. Schedules are not identical for all teams. A team faces opponents in its own division four times a year, teams from the other two divisions in its conference either three or four times a year, and teams in the other conference two times each.

The following activity illustrates how newspapers use spreadsheets to list the NBA® Standings so sports enthusiasts can see how their favorite teams are doing as compared to other teams in the NBA®.

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 rows 5 and 28 simultaneously (**Hint:** Click and hold <CTRL> to select both rows).

NEW SKILL

4. Insert a row above EASTERN CONFERENCE.

5. Format the width of column A to 26.0 and columns B – E to 8.0.

6. Bold row 2 and change the font size to 16 point.

7. Bold rows 5 and 27 and change the font size to 14 point.

8. Bold rows 6, 13, 20, 28, 35, and 42 and change the font size to 12 point.

9. Compute the formula for PCT (Percentage Won) for the first game as follows:

- a. $PCT(\text{Percentage Won}) = W / (W + L) \rightarrow$ (**Note:** *W*(Wins), *L*(Losses))

In cell D7, type `=B7/(B7+C7)`

Note: You will compute the GB (Games Back) column in Activity 51.

10. Copy and paste the PCT formula in cell D7 for the remaining teams in each division in column D.

11. Format column D as numbers displaying 3 decimal places.

12. Center align columns B – E.

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 NBA STANDINGS.

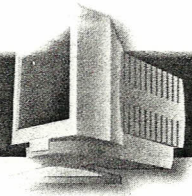
16. Analyze the changes made to the data in the spreadsheet.

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.

ACTIVITY 30: NBA® STANDINGS DATA SPREADSHEET



	A	B	C	D	E
1	Activity 30 Student Name				
2	N.B.A. STANDINGS		2005-2006 Division Standings		
3					
4	EASTERN CONFERENCE				
5					
6	ATLANTIC DIVISION	W	L	PCT	GB
7	New Jersey Nets	49	33		
8	Philadelphia 76ers	38	44		
9	Boston Celtics	33	49		
10	Toronto Raptors	27	55		
11	New York Knicks	23	59		
12					
13	CENTRAL DIVISION	W	L	PCT	GB
14	Detroit Pistons	64	18		
15	Cleveland Cavaliers	50	32		
16	Indiana Pacers	41	41		
17	Chicago Bulls	41	41		
18	Milwaukee Bucks	40	42		
19					
20	SOUTHEAST DIVISION	W	L	PCT	GB
21	Miami Heat	52	30		
22	Washington Wizards	42	40		
23	Orlando Magic	36	46		
24	Charlotte Bobcats	26	56		
25	Atlanta Hawks	26	56		
26					
27	WESTERN CONFERENCE				
28					
29	NORTHWEST DIVISION	W	L	PCT	GB
30	Denver Nuggets	44	38		
31	Utah Jazz	41	41		
32	Seattle SuperSonics	35	47		
33	Minnesota Timberwolves	33	49		
34	Portland Trail Blazers	21	61		
35					
36	PACIFIC DIVISION	W	L	PCT	GB
37	Phoenix Suns	54	28		
38	L.A. Clippers	47	35		
39	L.A. Lakers	45	37		
40	Sacramento Kings	44	38		
41	Golden State Warriors	34	48		
42					
43	SOUTHWEST DIVISION	W	L	PCT	GB
44	San Antonio Spurs	63	19		
45	Dallas Mavericks	60	22		
46	Memphis Grizzlies	49	33		
47	New Orleans Hornets	38	44		
48	Houston Rockets	34	48		

Source: www.NBA.com