

Excellent Adventures

A Microsoft Excel Simulation



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Student Workbook

1st Edition

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Student Workbook

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Excellent Adventures Student Workbook

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Curriculum Guide



The *Excellent Adventures* practice and assessment simulation is designed to be completed as independent, self-paced activities for the student, with guidance and facilitation provided by the instructor. It is recommended that the instructor become familiar with this simulation prior to administering it to students in a classroom environment. The workbook is organized into a hierarchical skill-level format. With a few exceptions, most of the activities in this book build upon skills practiced in previous activities.

ACTIVITY	NEW SKILLS
1 Park Division Contacts 1	<i>Enter and edit cell data Change font size Apply bold, italic, and underline Center align cells Resize columns Save a spreadsheet Use Print Preview Set the Print Area Insert a Header</i>
2 North-South Map Legend 1	<i>Merge and center cells Change font color Change fill color Format strikethrough style Format nonadjacent cells</i>
3 Monthly Admission Ticket Sales 1	<i>Use formulas to add and multiply numbers Use Auto Fill to copy and paste a formula to adjacent cells Format cells as currency Display formulas in a workbook</i>
4 Parking Revenue Report	<i>Use the =SUM function Add nonadjacent cells Apply borders Format cell borders</i>
5 Park Division Contacts 2	<i>Retrieve a saved file Save a file as a different name Insert blank columns Hyperlink text to an email address Print gridlines</i>
6 North-South Map Legend 2	<i>Center spreadsheet horizontally and vertically</i>

ACTIVITY	NEW SKILLS
7 Monthly Admission Ticket Sales 2	<i>Rename worksheets Insert multiple worksheets Copy/paste data from multiple worksheets Apply cell references from one worksheet to another Use additional formulas with cell references from other worksheets</i>
8 Vendor Database	<i>Name cell ranges Sort data (Ascending) Format cells as zip code Format cells as phone number Insert Data Validation</i>
9 Ride Maintenance Schedule	<i>Format dates Insert comments Print showing comments Create a custom sort</i>
10 Average Ride Wait Time	<i>Use the =AVERAGE function Format text orientation Format time</i>
11 Website FAQs	<i>Use Wrap Text Format row height</i>
12 Birthday Attendance Report	<i>Use the =MIN function Use the =MAX function</i>
13 Calendar of Events	<i>Use WordArt Format cell indentation Format horizontal and vertical alignment within cells</i>
14 Purchase Requisition Form	<i>Use the =TODAY function Insert/format a text box Use the Format Painter Format cells as Accounting</i>
15 Purchase Requisition	<i>Format cells as percentage Use the =IF function</i>
16 Twitter Trends	<i>Create and format line charts</i>
17 Top 5 Rides	<i>Create and format column charts</i>
18 Expense Pie Chart	<i>Create and format pie charts</i>
19 Annual Admissions Ticket Sales Revenue	<i>Use absolute cell reference</i>
20 Table of Contents	<i>Create hyperlinks</i>

Introduction



What is Excellent Adventures?

Excellent Adventures is a new amusement park located in the small town of Hartsville, approximately 20 miles north of Philadelphia, Pennsylvania. The grand opening of the park was a huge success. From the state-of-the-art attractions and shows, thrilling rides, and top-quality dining, Excellent Adventures opened its doors and hasn't looked back. Vacationers from all over the United States are traveling to what is now known as the best family amusement park in the Northeast. Due to its expanding growth, Excellent Adventures has a need for a Microsoft Excel Specialist. This is where you come in.

You're the Microsoft Excel Specialist

In this simulation, you will assume the role of a Microsoft Excel Specialist. In this role, you will complete a series of real-world activities that Excellent Adventures requests for the operation of its business. In this simulation, you will utilize Microsoft Excel to manage different parts of an amusement park business. The self-paced activities, typical of a theme park, give you a “behind-the-scenes” look at the power of Excel and how it is applied to a real-world business that you will instantly relate to. From basic to advanced spreadsheet skills, you will be fully engaged as you track monthly admission ticket sales, analyze average ride wait time, chart expenses, organize Twitter trends, and much more.

Who Should Use This Book?

Excellent Adventures is designed to be used by middle and high school students who are enrolled in a computer applications course that includes spreadsheets in its curriculum. This simulation is designed to allow students to use and apply their knowledge of spreadsheets in a fun, creative, real-world business setting.

Skill Level:

The activities in this book are presented in a sequential skill order ranging from basic to advanced. The book is designed in a flexible format to allow for activities to be completed in a non-sequential format.

Prerequisite Skills Required:

This simulation is designed to be used as a reinforcement supplement for students learning Microsoft Excel. In order to complete the activities in this book, students should have a basic working knowledge of using Microsoft Excel. This book does not provide step-by-step instructions specific to any one version of a particular spreadsheet software; rather, it provides general instructions for students to practice using any version of Microsoft Excel.

Materials Required:

- ☐ Excellent Adventures Student Workbook
- ☐ Any version of Microsoft Excel (or an equivalent spreadsheet application)



Excellent Adventures Assessment Activities and Solutions CD

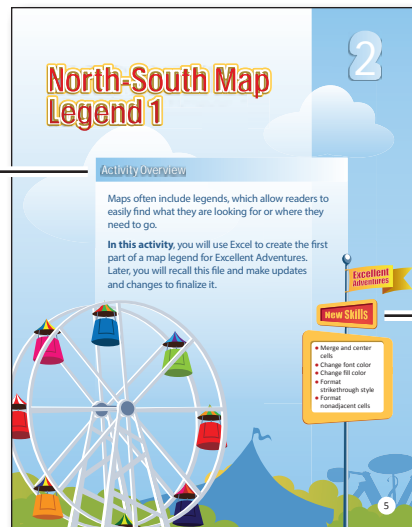
To demonstrate the skills learned and practiced in this workbook, your instructor may require you to complete a series of assessments that challenge you to show what you practiced can be applied to a similar real-world scenario.

Activity Layout

The activities in this simulation have been organized into an easy-to-read, self-guided format. A brief explanation of the individual sections that make up each activity in this simulation follows. It is recommended that you read this section to become familiar with the format of this book.

Activity Overview

Provides a description of each activity, highlighting the spreadsheet(s) to be produced.

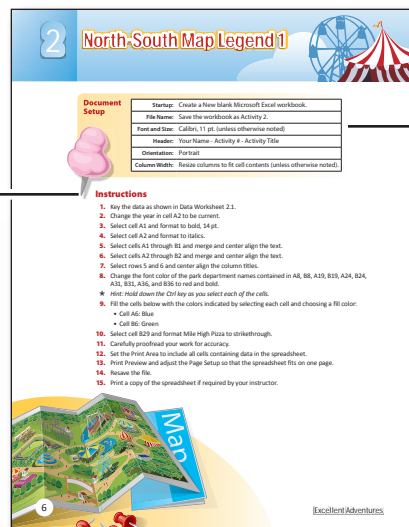


New Skills

Lists the skills being reinforced.

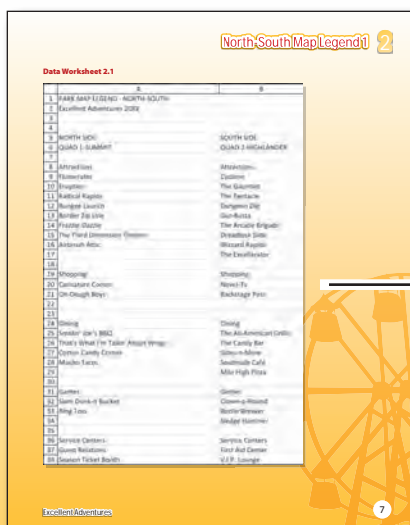
Instructions

Provides detailed instructions for completing each activity.



Document Setup

Includes start-up information on the file name, orientation, header information, font, and size to use in each activity.



Input Data

Provides the data to be keyed when completing each activity.

Park Division Contacts 1

Activity Overview

A contact list of managers is posted inside all of the offices within Excellent Adventures. This allows employees to easily contact the managers of each division within the park without having to log on to a computer.

In this activity, you will use Excel to create a contact list that contains the manager's name, division, phone extension, and park ID#.

Excellent
Adventures

New Skills

- Enter and edit cell data
- Change font size
- Apply bold, italic, and underline
- Center align cells
- Resize columns
- Save a spreadsheet
- Use Print Preview
- Set the Print Area
- Insert a Header



Document Setup



Startup:	Create a New blank Microsoft Excel workbook.
File Name:	Save the workbook as Activity 1.
Font and Size:	Calibri, 11 pt. (unless otherwise noted)
Header:	Your Name - Activity # - Activity Title
Orientation:	Portrait
Column Width:	Resize columns to fit cell contents (unless otherwise noted).

Instructions

1. Key the data as shown in Data Worksheet 1.1.
- ★ *Note: When necessary, resize columns to fit cell contents.*
2. Change the year in cell A2 to be current.
3. Select cell A1 and format to bold, 14 pt.
4. Select cell A2 and format to italics.
5. Select cells A4 through D4 and format to bold and underline.
6. Select cells C4 through C19 and center align.
7. In the header of the worksheet, key the following: Your Name - Activity # - Activity Title.
8. Carefully proofread your work for accuracy.
9. Set the Print Area to include all cells containing data in the spreadsheet.
10. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
11. Resave the file.
12. Print a copy of the spreadsheet if required by your instructor.



Data Worksheet 1.1

	A	B	C	D
1	PARK DIVISION CONTACTS - MANAGERS			
2	Excellent Adventures 20XX			
3				
4	DIVISION	MANAGER	OFFICE PHONE NUMBER	PARK ID #
5	Food and Dining	Phillip Jordan	215-555-4632	EA-7942
6	Grounds and Maintenance	Quinton Sisco	215-555-1863	EA-7948
7	Parking	Donna Shelby	215-555-7966	EA-4168
8	Attractions	Tonya Longfellow	215-555-7325	EA-7465
9	Games	Bradley Forsyth	215-555-2644	EA-7984
10	Arcade	Christopher Young	215-555-9480	EA-7959
11	Tickets and Events	Kylan Martinelli	215-555-7577	EA-9481
12	Marketing and Advertising	Roberto Chavez	215-555-3938	EA-6841
13	Vendor Relations	Leslie Nottingham	215-555-2297	EA-8165
14	Technology	Crey Dolton	215-555-9243	EA-7941
15	Guest Relations	Karen Thomas	215-555-5062	EA-5127
16	Special Events	Lane Schmidt	215-555-8672	EA-8741
17	Engineering	Courtney Washington	215-555-6345	EA-9421
18	Human Resources	Virginia Atkinson	215-555-3032	EA-9841
19	Rentals	Scott McQuade	215-555-1806	EA-7416

North-South Map Legend 1

Activity Overview

Maps often include legends, which allow readers to easily find what they are looking for or where they need to go.

In this activity, you will use Excel to create the first part of a map legend for Excellent Adventures. Later, you will recall this file and make updates and changes to finalize it.

Excellent
Adventures

New Skills

- Merge and center cells
- Change font color
- Change fill color
- Format strikethrough style
- Format nonadjacent cells



Document Setup



Startup:	Create a New blank Microsoft Excel workbook.
File Name:	Save the workbook as Activity 2.
Font and Size:	Calibri, 11 pt. (unless otherwise noted)
Header:	Your Name - Activity # - Activity Title
Orientation:	Portrait
Column Width:	Resize columns to fit cell contents (unless otherwise noted).

Instructions

1. Key the data as shown in Data Worksheet 2.1.
2. Change the year in cell A2 to be current.
3. Select cell A1 and format to bold, 14 pt.
4. Select cell A2 and format to italics.
5. Select cells A1 through B1 and merge and center align the text.
6. Select cells A2 through B2 and merge and center align the text.
7. Select rows 5 and 6 and center align the column titles.
8. Change the font color of the park department names contained in A8, B8, A19, B19, A24, B24, A31, B31, A36, and B36 to red and bold.
- ★ *Hint: Hold down the Ctrl key as you select each of the cells.*
9. Fill the cells below with the colors indicated by selecting each cell and choosing a fill color:
 - Cell A6: Blue
 - Cell B6: Green
10. Select cell B29 and format Mile High Pizza to strikethrough.
11. Carefully proofread your work for accuracy.
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. Resave the file.
15. Print a copy of the spreadsheet if required by your instructor.



Data Worksheet 2.1

	A	B
1	PARK MAP LEGEND - NORTH-SOUTH	
2	Excellent Adventures 20XX	
3		
4		
5	NORTH SIDE	SOUTH SIDE
6	QUAD 1-SUMMIT	QUAD 2-HIGHLANDER
7		
8	Attractions	Attractions
9	Flumerator	Cyclone
10	Eruption	The Gauntlet
11	Radical Rapids	The Tentacle
12	Bungee Launch	Dungeon Dig
13	Border Zip Line	Gut-Busta
14	Frazzle-Dazzle	The Arcade Brigade
15	The Third Dimension Theatre	Dreadlock Slide
16	Airbrush Attic	Blizzard Rapids
17		The Excellerator
18		
19	Shopping	Shopping
20	Caricature Corner	Novel-Ts
21	Oh-Dough Boys	Backstage Pass
22		
23		
24	Dining	Dining
25	Smokn' Joe's BBQ	The All-American Grille
26	That's What I'm Talkn' About Wings	The Candy Bar
27	Cotton Candy Corner	Sides-n-More
28	Macho Tacos	Southside Café
29		Mile High Pizza
30		
31	Games	Games
32	Slam Dunk-it Bucket	Clown-o-Round
33	Ring Toss	Bottle Breaker
34		Sledge Hammer
35		
36	Service Centers	Service Centers
37	Guest Relations	First Aid Center
38	Season Ticket Booth	V.I.P. Lounge

Monthly Admission Ticket Sales 1

Activity Overview

Excellent Adventures must keep track of its revenue (or sales) to know how much money they bring in each month. Without revenue, a business cannot exist.

In this activity, you will use Excel to create a report that tracks Excellent Adventures' admission ticket sales for one month.

Excellent
Adventures

New Skills

- Use formulas to add and multiply numbers
- Use Auto Fill to copy and paste a formula to adjacent cells
- Format cells as currency
- Display formulas in a workbook



Document Setup



Startup:	Create a New blank Microsoft Excel workbook.
File Name:	Save the workbook as Activity 3.
Font and Size:	Calibri, 11 pt. (unless otherwise noted)
Header:	Your Name - Activity # - Activity Title
Orientation:	Portrait
Column Width:	Resize columns to fit cell contents (unless otherwise noted).

Instructions

1. Key the data as shown in Data Worksheet 3.1.
2. Change the year in cell A3 to be current.
3. Select cell A1 and format to bold, 14 pt.
4. Select cell A2 and format to italics.
5. Select cell A3 and format the font color to red.
6. Select cells A1 through D1 and merge and center align the text.
7. Repeat step 6 across cells A2 through D2 and across cells A3 through D3.
8. Select cells A5 through D5 and format to bold.
9. To calculate the Sales by Age Group for the first age group, multiply the admission price by the number of tickets sold. In cell D6, enter the following formula: $=B6*C6$
10. Select cell D6 and use the Auto Fill feature to fill the formula for the remaining age groups in cells D7 through D9.
11. To add the totals of each age group, in cell D11, enter the following formula: $=D6+D7+D8+D9$
12. Select cell A11 and format to bold.
13. Select cell D11 and format to bold.
14. Select cells B6 through B9, format as currency with two decimal places, and use the \$ symbol.
15. Select cells D6 through D11, format as currency with two decimal places, and use the \$ symbol.
16. Select cells B6 through C9, and left align the Admission Price and Tickets Sold data.
17. Select cell A13 and format to italics.
18. Display formulas in your spreadsheet by using $\text{Ctrl} + `$ to check for accuracy.
19. Carefully proofread your work for accuracy.
20. Use $\text{Ctrl} + `$ again to remove formula display.
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. Resave the file.
24. Print a copy of the spreadsheet if required by your instructor.

Monthly Admission Ticket Sales1 3

Data Worksheet 3.1

	A	B	C	D
1	MONTHLY ADMISSION TICKET SALES			
2	Excellent Adventures			
3	For the Month of April 20XX			
4				
5	Age Group*	Admission Price	Tickets Sold	Sales by Age Group
6	Under 12	14.95	497	
7	Junior	19.95	684	
8	Adult	24.95	596	
9	Senior Citizen	14.95	158	
10				
11	Total Sales			
12				
13	*Note: Season pass holders are excluded from this report.			