

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>