

# Excel It!

Teen-based Activities for Microsoft Excel

## Student Workbook

2nd Edition

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### **Excel It! 2E • Student Workbook**

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# Curriculum Guide

ACTIVITY	NEW SKILLS
1 Social Networking	Enter data in a spreadsheet. Identify cell addresses. Save a spreadsheet. Set the print area of a spreadsheet.
2 American Top 40 Music	Align cell data to left, right, and center. Print preview.
3 Text Messaging	Change font size. Use bold, italics, and underline text-style enhancements.
4 L.A. Lakers	Change column widths.
5 Class Roster	Format cells to text. Sort data in ascending order (A-Z).
6 Automobile Research	Use the AutoFill feature to complete a number sequence.
7 The Gap	Format cells as numbers. Increase a cell's decimal places.
8 Class Roster 2	Retrieve a stored file. Save an existing file using a different name. Change page orientation to landscape.
9 Movie Release Dates	Format cells as dates.
10 Quiz Scores	Add numbers using a formula. Use the AutoFill feature to complete formulas. Display formulas.
11 Quiz Scores 2	Use the Average, Maximum, and Minimum. Sort data in descending order (Z-A).
12 Teen U.S.A. Payroll Register	Use formulas to multiply, add, and subtract numbers. Use parentheses in formulas. Use a formula that references the answer to another cell's formula. Change page margins.
13 MLB Standings	Print gridlines. Copy and paste formulas.
14 San Fransisco Giants	Divide numbers in a formula. Increase a cell's decimal places. Use the SUM function.
15 Best Buy	Format row height.
16 Comp USA	Insert a page header.

# Curriculum Guide

ACTIVITY	NEW SKILLS
17 Facebook	Merge cells. Insert a page footer.
18 Colleges	Format text direction.
19 Concerts	Change column widths using AutoFit. Format cells as currency.
20 Reality TV	Use text wrap within cells.
21 U.S. Presidents	Insert a clipart image in a spreadsheet.
22 Original 13 States	Insert comments for cells.
23 Pro Athletes	Format cells to currency using the dollar sign button.
24 Checkbook Register	Use the AutoSum button.
25 Sales Report	None. This activity provides additional reinforcement in using many of the skills introduced in previous activities.
26 Accounts Payable	Format cells to percents.
27 L.A. Lakers	Cut, copy, and paste data. Use sets of parentheses in formulas.
28 Quarterback Statistics	Change cell shading.
29 M&M's Candy	Format cells as fractions.
30 NBA Standings	Insert and delete rows.
31 Verizon Wireless	Use the absolute cell reference in a formula.
32 Music Sales in U.S.	Format font colors.
33 Top 10 Candy Bars	Insert columns. Move columns.
34 Expense Report	Insert a page break.
35 Billboard.com	Delete Columns. Use <CTRL>+D to duplicate data in cells.
36 Original 13 States 2	Adjust page scaling. Remove comments from cells.
37 Stocks	Format cells to negative numbers. Change a cell's fill color.

## Curriculum Guide

ACTIVITY	NEW SKILLS
<b>38 The Gap 2</b>	<i>Use the Count function. Use the AutoFormat feature.</i>
<b>39 Music Genres</b>	<i>Import a text file into Excel. Use cell borders.</i>
<b>40 San Fransisco Giants 2</b>	<i>Print a spreadsheet with row and column headings.</i>
<b>41 Teen Cars</b>	<i>Insert WordArt in a spreadsheet. Edit and format WordArt.</i>
<b>42 TV Show Standings</b>	<i>Insert a line from the draw tools.</i>
<b>43 Spring Break 2011</b>	<i>Format cells as accounting. Apply borders to a cell range.</i>
<b>44 Search Engines</b>	<i>Create a pie chart. Enhance charts by changing colors and font sizes.</i>
<b>45 iPhone Games</b>	<i>Create a column chart.</i>
<b>46 Summer Olympic Games</b>	<i>Create a line chart. Select cells using multiple ranges. Use the Fill Effects feature in a chart.</i>
<b>47 Ringtones</b>	<i>Create a bar chart. Align text in a chart.</i>
<b>48 Raise</b>	<i>Use conditions in formulas.</i>
<b>49 NBA Standings 2</b>	<i>Expand on the use of the absolute cell reference in formulas. Freeze panes.</i>
<b>50 Yacht Calculator</b>	<i>Use the Payment (PMT) function.</i>
<b>51 Car Purchase</b>	<i>Use the Future Value (FV) function. Center the spreadsheet horizontally on the page.</i>
<b>52 NFL Fantasy Football</b>	<i>Use the ROUNDDOWN function.</i>
<b>53 Computer Games</b>	<i>Rename worksheets. Use multiple worksheets. Create Paste Link formulas.</i>
<b>54 iTunes Movie Rentals</b>	<i>Create an exploded pie chart.</i>
<b>55 Pep Rally Expenses</b>	<i>Format a business letter using Microsoft Word. Insert an Excel worksheet into a Word document.</i>