

ACTIVITY 19: CONCERTS

New Skills Reinforced:

In this activity, you will practice how to:

1. change column widths using AutoFit.
2. format cells as currency.

Activity Overview:

Any regular concert attendee knows that the place to buy tickets is Ticketmaster®. Ticketmaster.com® is hands-down the leading e-commerce site distributing tickets for theaters, stadiums, arenas, and clubs all around the country. The company offers many interesting conveniences for their customers. With everything from TicketFast®, an email ticket delivery system, to Ticketmaster® auctions, Ticketmaster® provides easy and secure access to millions of tickets each year.

The following activity illustrates how spreadsheets can be used to list the hottest concerts along with their venue, location, date, and ticket price.

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, underline, and center align row 3.
- NEW SKILL** 5. Format columns A – F to AutoFit so that when the data entered is changed, the column width will automatically adjust.
6. Format column D as dates showing the day and month spelled out. Example: "Sunday, June 4, 2006."
7. Format column E as time showing HH:MM PM.
- NEW SKILL** 8. Format column F as currency displaying 2 decimals and the \$ symbol.
9. Insert a header that shows:
 - a. Left Section Activity 19-Student Name
 - b. Center Section CONCERTS
 - 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 CONCERTS.
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
1	Hot Tickets from Ticketmaster.com						
2							
3	Event	Venue	Location	Date	Time	Highest Priced Ticket	
4	Jimmy Buffett and the Coral Reefer Band	Mohegan Sun Arena	Uncasville, CT	6/29/2006	7:00 PM	251	
5	Fall Out Boy	Giant Center	Hershey, PA	5/1/2006	6:30 PM	29.5	
6	Madonna	Madison Square Garden	New York, NY	6/28/2006	8:00 PM	354.5	
7	Pearl Jam	MGM Grand Hotel	Las Vegas, NV	7/6/2006	8:00 PM	51	
8	Kenny Chesney	Van Andel Arena	Grand Rapids, MI	6/2/2006	7:30 PM	64.5	
9	Wicked - a New Musical	Ford Center for the Performing Arts	Chicago, IL	6/9/2006	8:00 PM	122.5	
10	Soul2Soul II with Tim McGraw and Faith Hill	Rupp Arena	Lexington, KY	5/14/2006	7:30 PM	84.5	
11	Monster Jam Monster Truck Racing	Alltel Stadium	Jacksonville, FL	2/24/2007	7:30 PM	25	
12	Dew Action Sports Tour	Pepsi Center	Denver, CO	7/14/2006	3:00 PM	15	

Source: www.ticketmaster.com