

## 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.

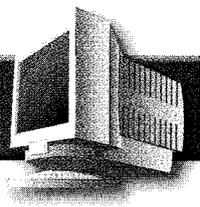
The following activity illustrates how spreadsheets can be used to organize candy holidays. In this activity, you will be inserting a clipart image to enhance the appearance of the spreadsheet.

### 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>