

ACTIVITY 22: ASTROLOGY

New Skills Reinforced:

In this activity, you will practice how to:

1. insert comments for cells.

Activity Overview:

Astrology is a system of beliefs that some people believe guide personalities and aid in decision-making in one's life. The practice of astrology dates back to the first century BC. Astrology's popularity in today's culture is still very strong. Astrologers try to equate a daily horoscope with what might be going on in the lives of people.

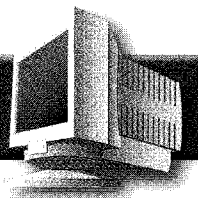
The following activity illustrates how spreadsheets can be used to list astrological personality traits. In this activity, you will add comments to individual cells. Comments are hidden notes that an author of a spreadsheet can use to provide more information about the data of a cell. In this activity, you will be adding comments that provide the birth dates for each astrological sign.

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. Format the width of column A to 25.0.
4. Use AutoFit to adjust the width of columns B – F.
5. Insert the birthdates shown in Table 1-22 as comments for each corresponding astrology sign shown in column A. For example, Aries should have a comment that reads "3/21 – 4/19."
6. Bold cell A1 and change the font size to 16 point.
7. Bold and center align row 3.
8. Right align cells B4 – F15.
9. Insert a header that shows:
 - a. Left Section Activity 22-Student Name
 - b. Center Section ASTROLOGY
 - 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 ASTROLOGY.
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 and to show comments at the end of the sheet.
16. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL

ACTIVITY 22: ASTROLOGY DATA SPREADSHEET



	A	B	C	D	E	F
1	Personality Traits for Astrological Signs					
2						
3	Sign	Characteristic 1	Characteristic 2	Characteristic 3	Characteristic 4	Characteristic 5
4	Aries	Spiritual Warrior	Initiator	Pioneer	Daredevil	Survivor
5	Taurus	Beauty	Inner Peace	Deprivation	Denial	Abundance
6	Gemini	Adaptable Intellect	Indecisive	Witty	Eloquent	Networker
7	Cancer	Sensitive	Moody	Protective	Nurturing	Sympathetic
8	Leo	Heart	Centerstage	Courage	Actor	Ambitious
9	Virgo	Fixed	Meticulous	Perfectionist	Analytical	Systematic
10	Libra	Idealist	Sociable	Pleaser	Dependent	Self-Indulgent
11	Scorpio	Healer	Psychic	Alchemist	Control	Fear
12	Sagittarius	Inspiration	Vast	Scattered	Traveler	Explorer
13	Capricorn	Master Manifester	Business Whiz	Efficient	Practical	Responsible
14	Aquarius	Scientist	Innovator	Likes to Experiment	Genius	Original
15	Pisces	Empathic	Sensitive	Oneness	Separation Issues	Imaginative

Source: <http://www.circlesoflight.com/astrology-articles/astrology-overview-1.shtml>

Table 1-22

Add the birthdates provided below as comments to each corresponding astrology sign's cell in column A.

Sign	Birth Dates
Aries	3/21 - 4/19
Taurus	4/20 - 5/20
Gemini	5/21 - 6/21
Cancer	6/22 - 7/22
Leo	7/23 - 8/22
Virgo	8/23 - 9/22
Libra	9/23 - 10/22
Scorpio	10/23 - 11/22
Sagittarius	11/23 - 12/21
Capricorn	12/22 - 1/19
Aquarius	1/20 - 2/18
Pisces	2/19 - 3/20