18 Colleges

New Skills

1. Format text direction.

Activity Overview

The process of researching and selecting a college to attend can be both daunting and exciting at the same time, and may very well be the most important lifetime task you will undertake. The Web is a powerful tool that provides information about colleges and streamlines the application process. A critical part of getting into college is to take one of the standardized admission tests, such as the Scholastic Aptitude Test (SAT) and the American College Test (ACT). Four steps to be followed are: 1) research your college options, 2) stay on schedule (adhere to the timelines), 3) take the tests, and 4) apply to schools.

The following activity illustrates how spreadsheets can be used to list information about the colleges researched.

Instructions

1. Create a NEW spreadsheet.
★ *Unless otherwise stated, the font should be 10 point Arial*
2. Type the data as shown.
3. Bold row 3.
4. Bold cell A1 and change the font size to 20 point.
5. Format the width of column A to 30.0 and left align.
6. Format the width of column B to 6.0 and center align.
7. Format the width of column C to 10.0 and right align.
8. Format the width of columns D – F to 20.0 as numbers displaying 0 decimal places with a comma separator and right align.

NEW SKILL ▶ 9. Format the headings in columns D – F so the text orientation is set to 45 degrees.

10. Insert a header that shows:
    a. Left Section   Activity 18-Student Name
    b. Center Section   TOP 15 COLLEGES IN THE U.S.
    c. Right Section   Current Date
11. Insert a footer that shows:
    a. Center Section   PAGE number
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as COLLEGES.
14. Analyze the changes made to the data in the spreadsheet.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.
17. Print a copy of the spreadsheet if required by your instructor.

Excel It!

Colleges

INPUT **DATA**

	A	B	C	D	E	F
1	Top 15 Colleges in the U.S.					
2						
3	COLLEGE/UNIVERSITY	STATE	SETTING	Fall 2009 Students	2010-2011 Tuition and Fees	Room and Board
4	Carleton College	MN	Rural	2009	41304	10806
5	Claremont McKenna College	CA	Suburban	1217	40230	13000
6	Columbia University	NY	Urban	7743	43304	10570
7	Harvard University	MA	Urban	6655	38416	12308
8	Haverford College	PA	Suburban	1190	40624	12346
9	Pomona College	CA	Suburban	1550	38394	12936
10	Princeton University	NJ	Suburban	5113	36640	11940
11	Smith College	MA	Urban	2614	38898	13000
12	Stanford University	CA	Suburban	6602	39201	11876
13	Swarthmore College	PA	Suburban	1525	39600	11900
14	Washington and Lee University	VA	Rural	1759	40387	10243
15	Wellesley College	MA	Suburban	2324	39666	12284
16	Wesleyan University	CT	Urban	2787	42084	11592
17	Williams College	MA	Rural	2067	41434	10906
18	Yale University	CT	Urban	5275	38300	11500

Source: http://colleges.usnews.rankingsandreviews.com/best-colleges/

19 Concerts

New Skills

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 its customers. With everything from TicketFast®, an e-mail 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.

   ★ *Unless otherwise stated, the font should be 10 point Arial.*

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 cells A4 – C13 to left align, and cells D4 – F13 to right align.

7. Format column D as dates showing the day and month spelled out.
   Example: "Sunday, June 4, 2010."

8. Format column E as time showing HH:MM PM.

   NEW SKILL ▶ 9. Format column F as currency displaying 2 decimal places and the $ symbol.

10. Insert a header that shows:
    a. Left Section   Activity 19-Student Name
    b. Center Section   CONCERTS
    c. Right Section   Current Date

11. Insert a footer that shows:
    a. Center Section   PAGE number

12. Carefully proofread your work for accuracy.

13. Save the spreadsheet as CONCERTS.

14. Analyze the changes made to the data in the spreadsheet.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.

17. Print a copy of the spreadsheet if required by your instructor.

Excel It!

Concerts

INPUT **DATA**

	A	B	C	D	E	F
1	Hot Tickets from Ticketmaster.com					
2						
3	Event	Venue	Location	Date	Time	Highest Priced Ticket
4	Lady Gaga	Boardwalk Hall	Atlantic City, NJ	2/19/2011	8:00 PM	213.1
5	Michael Buble	Giant Center	Hershey, PA	11/23/2010	8:00 PM	102.1
6	Dave Matthews Band	HSBC Arena	Buffalo, NY	11/2/2010	7:00 PM	67.5
7	Trans-Siberian Orchestra	Covelli Centre	Youngstown, OH	11/3/2010	4:00 PM	68.5
8	Miami Heat	American Airlines Arena	Miami, FL	10/5/2010	7:30 PM	270.1
9	Elton John & Leon Russell	Beacon Theatre	New York, NY	10/19/2010	8:00 PM	189
10	Usher	KeyArena	Seattle, WA	11/10/2010	7:30 PM	116.51
11	Bob Dylan	Arena at the Don Taft University Center	Davie, FL	10/6/2010	8:00 PM	59.25
12	Roger Waters	TD Garden	Boston, MA	10/3/2010	8:00 PM	268.2
13	Jeff Dunham	RBC Center	Raleigh, NC	10/7/2010	7:30 PM	55

Source: Ticketmaster.com

20 Reality TV

New Skills

1. Use text wrap within cells.

Activity Overview

Reality TV has become one of the most popular TV show genres of all time. This surprises many people since television is historically known for allowing actors and actresses to portray characters and tell stories. Reality TV takes the acting out of the mix and features everyday people in a variety of situations. Shows can be competitive (Survivor®), zany (Wipeout®), or even informative (MythBusters®). The stars are not trained actors, and the stories they tell are not scripted. Critics claim that many so-called reality shows are not real at all and attribute the drama these shows elicit to crafty editing. In any case, viewers are watching, and it looks like reality TV is here to stay.

The following activity illustrates how spreadsheets can be used to list information about the most popular reality TV shows of 2010.

Instructions

1. Create a NEW spreadsheet.
★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Change the font size of cell A1 to 16 point.
4. Format the height of row 3 to 30.0 and bold the row.
5. Format the width of column A to 40.0 and left align.
6. Format the width of column B to 13.0 and center align.
7. Format the width of column C to 11.0 and center align.

`NEW SKILL` ▶ 8. Format column C to wrap the text within each cell.
9. Format the height of rows 4 – 20 to 40.0.
10. Insert a header that shows:
    a. Left Section   Activity 20-Student Name
    b. Center Section   REALITY TV
    c. Right Section   Current Date
11. Insert a footer that shows:
    a. Center Section   PAGE number
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as REALITY TV.
14. Analyze the changes made to the data in the spreadsheet.

Reality TV

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the spreadsheet if required by your instructor.

INPUT **DATA**

	A	B	C	D	E
1	Most Popular 2010 Reality TV Shows				
2					
3	Show	Year Start/End	Airs		
4	Survivor	2000	Wednesdays at 8:00 pm on CBS		
5	America's Next Top Model	2003	Wednesdays at 8:00 pm on the CW		
6	America's Got Talent	2000	Tuesdays at 8:00 pm on NBC		
7	The Oprah Winfrey Show	1986	Weekdays at 4:00 pm on Syndicated		
8	Big Brother	2000	Thursdays at 8:00 pm on CBS		
9	The Colony	2009/2009	Originally aired on Discovery		
10	Jersey Shore	2009	Thursdays at 10:00 pm on MTV		
11	Keeping up with the Kardashians	2007	Sundays at 10:00 pm on E!		
12	Wipeout	2008	Tuesdays at 8:00 pm on ABC		
13	American Chopper	2003	Thursdays at 9:00 pm on TLC		
14	Top Chef	2006	Wednesdays at 9:00 pm on Bravo		
15	Ghost Hunters	2004	Wednesdays at 9:00 pm on SyFy		
16	The Ellen DeGeneres Show	2003	Weekdays at 3:00 pm on NBC		
17	The Real World	1992	Wednesdays at 10:00 pm on MTV		
18	19 Kids and Counting	2008	Mondays at 10:00 pm on TLC		
19	The Amazing Race	2001	Sundays at 8:00 pm on CBS		
20	The Hills	2006	Tuesdays at 10:00 pm on MTV		

Source: http://www.tv.com/reality/genre/9/summary.html

21 Presidents

1. Insert a clipart image in a spreadsheet.

Activity Overview

Everyone loves finding out fun facts. What better way is there to impress your friends during a conversation than to share a cool piece of information with them, such as the birthdays of present and former Presidents of the United States?

The following activity illustrates how spreadsheets can be used to organize factual information about the last twenty Presidents of the United States. In this activity you will be inserting a clipart image to enhance the appearance of the spreadsheet.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

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:** "8/4" should appear as "4-Aug."

5. Format the height of row 2 to 60.0.

NEW SKILL ▶ 6. Insert a clipart image depicting a birthday cake into the spreadsheet. Place the clipart image next to the title "U.S. Presidents Birthdays" 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   U.S. PRESIDENTS BIRTHDAYS
   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 PRESIDENTS.

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.

INPUT **DATA**

	A	B
1	U.S. Presidents Birthdays	
2		
3	President	Birth Date
4	Barack H. Obama	8/4
5	George W. Bush	7/6
6	William J. Clinton	8/19
7	George H. W. Bush	6/12
8	Ronald W. Reagan	2/6
9	James E. Carter	10/1
10	Gerald R. Ford	7/14
11	Richard M. Nixon	1/9
12	Lyndon B. Johnson	8/27
13	John F. Kennedy	5/29
14	Dwight D. Eisenhower	10/14
15	Harry S. Truman	5/8
16	Franklin D. Roosevelt	1/30
17	Herbert C. Hoover	8/10
18	Calvin Coolidge	7/4
19	Warren G. Harding	11/2
20	Woodrow Wilson	12/28
21	William H. Taft	9/15
22	Theodore Roosevelt	10/27
23	William McKinley	1/29

Source: wikipedia.org

22 Original 13 States

1. Insert comments for cells.

Activity Overview

The first colonists settled on the eastern coast of America seeking a safe haven for their families and the right to practice their own religion. They were self-sufficient and most of them farmed and fished for a living. They resented paying taxes to England and believed strongly in the right to self-govern. The Revolutionary War gained the colonists a victory against England and a new nation was born – the United States of America.

The following activity illustrates how spreadsheets can be used to list current information about the original 13 states.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Format the width of column A to 20.0.

4. Format the width of column B to 15.0 and center align.

5. Use AutoFit to adjust the width of columns C and D.

NEW SKILL ▶ 6. Insert the nickname shown in **Table 22-1** as comments for each corresponding state shown in column A. For example, Connecticut should have a comment that reads "Constitution State."

7. Bold cell A1 and change the font size to 16 point.

8. Bold and center align row 3.

9. Insert a header that shows:
   a. Left Section   Activity 22-Student Name
   b. Center Section   ORIGINAL 13 STATES
   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 ORIGINAL 13 STATES.

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.

Original 13 States

INPUT **DATA**

	A	B	C	D
1	Original 13 States			
2				
3	State	Abbreviation	License Plate Slogan	Flower
4	Connecticut	CT	Constitution State	Mountain Laurel
5	Delaware	DE	The First State	Peach Blossom
6	Georgia	GA	Georgia.gov with county name sticker	Cherokee Rose
7	Maryland	MD	War of 1812 and WWW.STARSPANGLED200.ORG	Black-eyed Susan
8	Massachusetts	MA	The Spirit of America	Trailing Arbutus
9	New Hampshire	NH	Live Free or Die	Purple Lilac
10	New Jersey	NJ	Garden State	Violet
11	New York	NY	Empire State	Rose
12	North Carolina	NC	First in Flight	American Dogwood
13	Pennsylvania	PA	visitPA.com	Mountain Laurel
14	Rhode Island	RI	Ocean State	Violet
15	South Carolina	SC	travel2sc.com	Yellow Jessamine
16	Virginia	VA	None	American Dogwood

TABLE **22-1**   Add the nicknames provided below as comments to each corresponding state's cell in column A.

State	Nickname
Connecticut	Constitution State
Delaware	The First State
Georgia	Peach State
Maryland	Old Line State
Massachusetts	Bay State
New Hampshire	The Granite State
New Jersey	Garden State
New York	Empire State
North Carolina	Old North State
Pennsylvania	Keystone State
Rhode Island	Ocean State
South Carolina	Palmetto State
Virginia	Old Dominion State

www.50states.com; www.statesymbolsusa.org

Excel It!

23 Pro Athletes

Activity Overview

Sports Illustrated® recently released its seventh consecutive 50 highest-earning American athletes list. The salaries include salary, winnings, endorsements, and appearance fees. The average earnings of the top 50 have reached an all-time high of $26.2 million for 2010, an increase of 11 percent from 2009. This year's list includes golfers, National Football League® players, National Basketball Association® players, Major League Baseball® players, NASCAR® drivers, and a boxer. But these busy athletes can't do it alone, so they hire agents to negotiate their salaries, endorsements, and appearance fees.

The following activity illustrates how spreadsheets can be used to compute the commissions of pro athletes' agents.

Instructions

1. Create a NEW spreadsheet.

★ Unless otherwise stated, the font should be 10 point Arial.

2. Type the data as shown.

3. Format the width of column A to 8.0 and center align.

4. Format the width of columns B and C to 18.0 and left align

5. Format the width of columns D – G to 18.0 and right align.

6. Select cells A7 – A8 and use the AutoFill feature to complete the series of numbers for cells A9 – A31.

NEW SKILL ▶ 7. Select cells D7 – E31 and format them as currency style by using the "$" button.

8. Bold cell B2 and change the font size to 16 point.

9. Compute the formulas for the TOTAL EARNINGS and AGENT'S COMMISSION for the first ATHLETE as follows (assume the agent's commission is 20%):

   a. TOTAL EARNINGS=SALARY/WINNINGS+ENDORSEMENTS –> In cell F7, type =D7+E7

   b. AGENT'S COMMISSION=TOTAL EARNINGS*20% –> In cell G7, type =F7*20%

10. Use the AutoFill feature to copy the formulas down in the TOTAL EARNINGS and AGENT'S COMMISSION columns.

11. Select cells F7 – G31 and format them as currency style by using the "$" button.

12. Bold rows 3 – 6.

13. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

14. Carefully proofread your work for accuracy.

15. Save the spreadsheet as PRO ATHLETES.

Pro Athletes

Excel It!
ACTIVITY

23

16. Analyze the changes made to the data in the spreadsheet.

17. Set the Print Area to include all cells containing data in the spreadsheet.

18. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.

19. Print a copy of the spreadsheet if required by your instructor.

INPUT **DATA**

	A	B	C	D	E	F	G
1		Activity 23 Student Name					
2		PRO ATHLETES					
3		2010 Salaries and Agent's Commissions					
4							
5				SALARY/		TOTAL	AGENT'S
6	RANK	ATHLETE	SPORT	WINNINGS	ENDORSEMENTS	EARNINGS	COMMISSION
7	1	Tiger Woods	Golf	20,508,163	70,000,000		
8	2	Phil Mickelson	Golf	9,660,757	52,000,000		
9		Floyd Mayweather, Jr.	Boxing	60,000,000	250,000		
10		LeBron James	Basketball	15,779,912	30,000,000		
11		Alex Rodriguez	Baseball	33,000,000	4,000,000		
12		Shaquille O'Neal	Basketball	21,000,000	15,000,000		
13		Kobe Bryant	Basketball	23,034,375	10,000,000		
14		Derek Jeter	Baseball	21,000,000	10,000,000		
15		Peyton Manning	Football	15,800,000	15,000,000		
16		Dwyane Wade	Basketball	15,779,912	12,000,000		
17		Matthew Stafford	Football	26,900,000	750,000		
18		Dwight Howard	Basketball	15,202,590	12,000,000		
19		CC Sabathia	Baseball	26,000,000	500,000		
20		Eli Manning	Football	19,500,000	7,000,000		
21		Kevin Garnett	Basketball	16,417,044	10,000,000		
22		Dale Earnhardt, Jr.	Auto Racing	22,000,000	4,097,190		
23		Philip Rivers	Football	25,600,000	250,000		
24		Tim Duncan	Basketball	22,183,218	3,500,000		
25		Terrell Suggs	Football	24,900,000	75,000		
26		Albert Haynesworth	Football	24,600,000	150,000		
27		Brett Favre	Football	17,000,000	7,000,000		
28		Jermaine O'Neal	Basketball	23,016,000	250,000		
29		Amar'e Stoudemire	Basketball	16,378,325	6,750,000		
30		Tracy McGrady	Basketball	22,483,124	250,000		
31		Carmelo Anthony	Basketball	15,779,912	6,000,000		

Source: http://sportsillustrated.cnn.com/specials/fortunate50-2010/index.html

Excel It!

51

24 Checkbook Register

New Skills

1. Use the AutoSum button.

Activity Overview

Most businesses make daily bank deposits and pay all bills by check. These transactions are recorded in the business's check register. Banks provide monthly statements to businesses indicating the account's beginning balance, debits (checks written and fees charged), credits (deposits made and interest earned), and ending balance. Businesses reconcile the bank statement balance to the check register balance to ensure that all transactions were properly recorded by the bank and by the business.

The following activity illustrates how spreadsheets can be used to update a checkbook register by listing dates with their respective deposits and checks.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Format the width of column A to 12.0 and left align.

4. Format cells A10 – A40 as dates showing mm/dd/yyyy.

5. Format the width of column B to 12.0 and center align.

6. Format the width of column C to 12.0 and right align.

7. Format cells C10 – C42 as numbers displaying 2 decimal places with a comma separator.

8. Format the width of column D to 20.0 and left align.

9. Format the width of column E to 12.0 and center align.

10. Format the width of columns F and G to 14.0 and right align.

11. Format cells F10 – G42 as numbers displaying 2 decimal places with a comma separator.

12. Bold cell A2 and change the font size to 16 point.

13. Bold rows 3 – 9 and row 42.

14. Underline row 9.

15. In cell G10, type 10327 for the "Balance brought forward."

16. Enter a formula to calculate the BALANCE for the first transaction in the check register as follows: BALANCE=BALANCE+DEPOSITS-WITHDRAWALS –> In cell G11, type **=G10+C11-F11**

17. Use the AutoFill feature to copy the BALANCE formula down for the remaining transactions shown in column G.

Checkbook Register

24

NEW SKILL ▶ **18.** To sum cells C11 – C40, position the cursor in cell C42 and click on the "AutoSum" button. Repeat this procedure in cell F42 to sum cells F12 – F39.

19. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

20. Carefully proofread your work for accuracy.

21. Save the spreadsheet as CHECKBOOK REGISTER.

22. Analyze the changes made to the data in the spreadsheet.

23. Set the Print Area to include all cells containing data in the spreadsheet.

24. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

25. Print a copy of the spreadsheet if required by your instructor.

Checkbook Register

INPUT **DATA**

	A	B	C	D	E	F	G
1	Activity 24 Student Name						
2	Blue Mountain Waterpark						
3	100 Eagle's Run						
4	Big Falls, MN 56627						
5							
6							
7	CHECKBOOK REGISTER						
8							
9	DATE	DEPOSIT #	DEPOSITS		CHECK #	WITHDRAWALS	BALANCE
10	03/01/11			Balance brought forward	--		
11	03/05/11	941	783.24				
12					1027	34.95	
13					1028	123.45	
14					1029	934.77	
15	03/09/11	942	1,073.70				
16					1030	1,093.75	
17					1031	32.44	
18					1032	10.39	
19	03/13/11	943	245.00				
20					1033	393.10	
21	03/15/11	944	785.00				
22					1034	500.00	
23					1035	125.00	
24					1036	473.71	
25					1037	1,039.44	
26	03/17/11	945	1,800.75				
27					1038	59.33	
28					1039	53.20	
29					1040	10.00	
30					1041	50.00	
31	03/19/11	946	2,235.50				
32					1042	435.00	
33	03/20/11	947	393.10				
34					1043	343.50	
35					1044	73.60	
36					1045	40.00	
37	03/25/11	948	844.75				
38					1046	250.00	
39					1047	65.25	
40	03/31/11	949	235.90				
41							
42	TOTALS						

Sales Report

New Skills

1. None. This activity provides additional reinforcement in using many of the skills introduced in previous activities.

Activity Overview

Sales are the lifeline of all businesses, and employers frequently offer compensation programs to their employees that include sales incentives to motivate them to sell more products and services. An increase in sales results in increased profits for the business and increased compensation for the employees.

The sales incentive programs of most businesses consist of cash commissions. Some businesses may also offer bonus plans, merchandise, prizes, profit sharing, or other rewards.

The following activity illustrates how a spreadsheet can be used to compute the commissions earned by employees of the Shear Magic Beauty Salon and Day Spa for additional sales of beauty products to clients and how to add the commission for those sales to their base salaries.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Format row 9 to wrap the text within each cell.

3. Type the data as shown.

4. Format the width of column A to 11.0 and left align.

5. Format the width of columns B and C to 14.0 and left align.

6. Format the width of columns D – G to 13.0 and right align.

7. Format cells D11 – G45 as numbers displaying 2 decimal places with a comma separator.

8. Bold cell A2 and change the font size to 16 point.

9. Bold rows 7 – 9.

10. Compute the formulas for the first employee as follows:

    a. COMMISSION=6%*SALES –> In cell F11, type **=6%*E11**

    b. TOTAL SALARY=BASE SALARY+6% COMMISSION –> In cell G11, type **=D11+F11**

11. Use the AutoFill feature to copy the formulas down for the 6% COMMISSION and TOTAL SALARY columns for the remaining employees.

12. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for columns D – G.

13. Bold rows 42 – 45.

14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

Excel It!
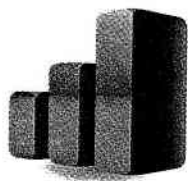
25

Sales Report

15. Carefully proofread your work for accuracy.

16. Save the spreadsheet as SALES REPORT.

17. Analyze the changes made to the data in the spreadsheet.

18. Set the Print Area to include all cells containing data in the spreadsheet.

19. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

20. Print a copy of the spreadsheet if required by your instructor.

Sales Report

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INPUT **DATA**

	A	B	C	D	E	F	G
1	Activity 25 Student Name						
2	Shear Magic Beauty Salon and Day Spa						
3	300 Bedford Street						
4	Billings, MT 59117						
5							
6							
7	January 2011 Sales Report						
8							
9	EMPLOYEE NUMBER	LAST	FIRST	BASE SALARY	SALES	6% COMMISSION	TOTAL SALARY
10							
11	983953	Bramwell	Samantha	1200	3000		
12	902094	Brown	Jarrika	1100	2125		
13	909300	Celona	Alison	1400	2325		
14	925024	Ciriano	Giada	1250	2170		
15	912999	Clarke	James	600	745		
16	981472	Davis	Joan	700	2425		
17	923094	De Minico	Antonio	800	1600		
18	972301	Donahue	Brandon	1300	1290		
19	930223	Duong	Champei	800	1050		
20	912309	Edros	Melinda	900	1800		
21	910400	Elderkin	Dana	600	1830		
22	920444	Fahey	Bernard	700	630		
23	933821	Foster	Lisa	600	1500		
24	954784	Frey	Brian	1100	1845		
25	953093	Jones	Latona	500	1380		
26	953093	Madonna	Melissa	1400	3125		
27	924582	Molina	Daniel	900	650		
28	993500	Mosher	Frank	300	935		
29	929353	Nichols	Nicholas	800	825		
30	930530	Reddington	Kyle	600	1420		
31	909202	Rushton	Darcy	300	865		
32	923024	Sangster	Luci	700	990		
33	930030	Shay	Sarah	900	785		
34	987645	St. Germain	Diane	1000	1450		
35	912923	Trowbridge	Tiara	900	1850		
36	935022	Voye	Paula	2000	1400		
37	945823	Williams	Kadema	400	750		
38	930503	Wong	Joy	400	1710		
39	934302	Woodford	Rosaline	750	625		
40	903493	Yen	Lillie	1000	825		
41							
42	TOTALS						
43	AVERAGE						
44	MAXIMUM						
45	MINIMUM						