New Skills Reinforced:

In this activity, you will practice how to:
1. change font size.
2. use bold, italics, and underline text-style enhancements.

Activity Overview:

More teenagers are going online and doing more things online than they did in previous years. A new "Teens and Technology" report from Pew Internet and American Life found that 87 percent of American teens ages 12 to 17 used the Internet in 2004, up from 73 percent in 2000. The frequency of teens' online usage has also risen 51 percent since that time, and the number of teens who report they go online daily is up from 42 percent in 2000. The report also found 51 percent of online teens live in homes with broadband Internet access.

Teens now use a broader array of online content and services. E-mail is still the number one activity while visits to entertainment Web sites are popular as well. Teens going online to play games, check news, make purchases, and get health information is also on the rise. In comparison with adults, teens play more online games, Instant Message more, and have a higher propensity to go online to get news on current events.

The following activity illustrates how spreadsheets can be used to compare online activities of teens versus adults.

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.

NEW SKILL ▶ 3. Apply the following text enhancements:

   a. Bold cell A2 and change the font size to 14 point.

   b. Bold cells F8 and H8.

   c. Bold and underline cells A9, F9, and H9.

   d. Italicize cells A26 – A29.

4. Center align cells F8 – F19 and H8 – H19.

5. Carefully proofread your work for accuracy.

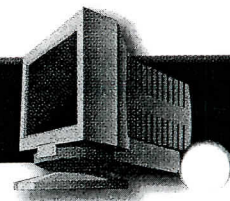6. Save the spreadsheet as ONLINE ACTIVITIES.

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

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

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

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

	A	B	C	D	E	F	G	H	I
1	Activity 3 Student Name								
2	Likelihood of Teen and Adult Engagement in Online Activities								
3	October - November 2004 survey								
4									
5									
6									
7									
8						(%)		(%)	
9	Activity Description					Online Teens		Online Adults	
10	Play online games					81		32	
11	Send or receive Instant Messages					75		42	
12	Get information about a school you might attend					57		45	
13	Send or read e-mail					89		90	
14	Get news or information about current events					76		73	
15	Look for news about politics					55		58	
16	Look for religious or spiritual information					26		30	
17	Buy things, such as books, clothing, or music					43		67	
18	Look for health, dieting, or fitness information					31		66	
19	Look for information about a job					30		44	
20									
21									
22									
23									
24									
25	Notes:								
26	1. Margin of error is 4% for online teens.								
27	2. Margin of error is 3% for online adults for all surveys except for November 2004, which is 5%.								
28	3. Teen data is from an October-November 2004 survey.								
29	4. Adult data is from a December 2002 survey and a November 2004-January 2005 survey.								