

ACTIVITY 5: FBLA CLUB MEMBERS

New Skills Reinforced:

In this activity, you will practice how to:

1. format cells to text.
2. sort data in ascending order (A–Z).

Activity Overview:

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is a non-profit education association of students preparing for careers in business and business-related fields. The Association has four divisions:

1. FBLA for high school students
2. FBLA Middle Level for junior high, middle, and intermediate school students
3. PBL for postsecondary students
4. Professional Alumni Division for business people, educators, and parents who support the goals of the Association

The FBLA-PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. FBLA-PBL is headquartered in Reston, Virginia, and is organized on local, state, and national levels. Business teachers/advisors and advisory councils (including school officials, business people, and community representatives) guide local chapters. State advisors and committee members coordinate chapter activities for the national organization.

The following activity illustrates how spreadsheets can be used to list club members and then alphabetize them.

Note: The names in this activity are not actual students or instructors at Alamo Heights High School.

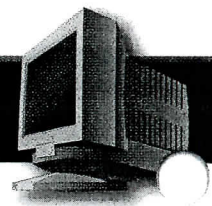
Instructions:

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 cells A2 and A6.
4. Bold and underline cells B9 – E9.
5. Select all cells (*Shortcut:* <CTRL> + A) and format cells to text.
6. Format the width of column A to 6.0 and left align.
7. Format the width of columns B and C to 16.0 and left align.
8. Format the width of column D to 10.0 and center align.
9. Format the width of column E to 14.0 and left align.
10. To alphabetize students by their last names, select cells B10 – E29 and sort in ascending order (A–Z). Use the column labeled "LAST" to Sort by.
11. Carefully proofread your work for accuracy.
12. Save the spreadsheet as FBLA CLUB MEMBERS.
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

NEW SKILL

ACTIVITY 5: FBLA CLUB MEMBERS DATA SPREADSHEET



	A	B	C	D	E
1	Activity 5 Student Name				
2	ALAMO Heights High School				
3	6900 Broadway				
4	San Antonio, Texas 78209				
5					
6	Future Business Leaders of America (FBLA) Club Members 2006-07				
7	Advisor: Lea Meyers				
8					
9		LAST	FIRST	ID #	YEAR
10		Liang	Shun Yi	3771	Senior
11		Zhou	Xuyang	2278	Sophomore
12		Jefferson	Henry	3996	Sophomore
13		Soares	Candace	9745	Freshman
14		Wong	Miao Xian	4533	Sophomore
15		Forsyth	Amanda	4322	Junior
16		Nemenko	Ashley	6125	Senior
17		Huang	Sze Wai	7957	Senior
18		Chan	Zhu Na	1988	Senior
19		Moses	Shani	2289	Sophomore
20		Khazanovich	Karina	0155	Freshman
21		Hudson	Dana	5044	Freshman
22		Tinaz	Murat	7109	Freshman
23		Chung	Marvin	3229	Junior
24		Tan	Joanna	6894	Junior
25		Chu	Jason	3680	Freshman
26		Leung	Jenny	0960	Junior
27		Frederic	Rashida	1526	Senior
28		St. Fleur	Fadhyla	9509	Freshman
29		Chao	Hao Ting	9978	Sophomore

Source: <http://www.fbla-pbl.org/>