

Unit 5: Working with Shapes & Elements

Top Liberal Arts Colleges

Working with Hyperlinks

New Skills

- Adding Hyperlinks

Lesson Overview

You have decided on a college major, Liberal Arts. The next step is to narrow down the Liberal Arts Colleges you would like to research before selecting the one that is best for you. Luckily, each year, there is a publication that lists all top colleges by major. You decide to use this list to find the perfect match. The only thing missing from the list is the Website link.

In this lesson, you will create a worksheet containing a list of colleges with information and a hyperlink for each college.

Tools & Terms You'll Use

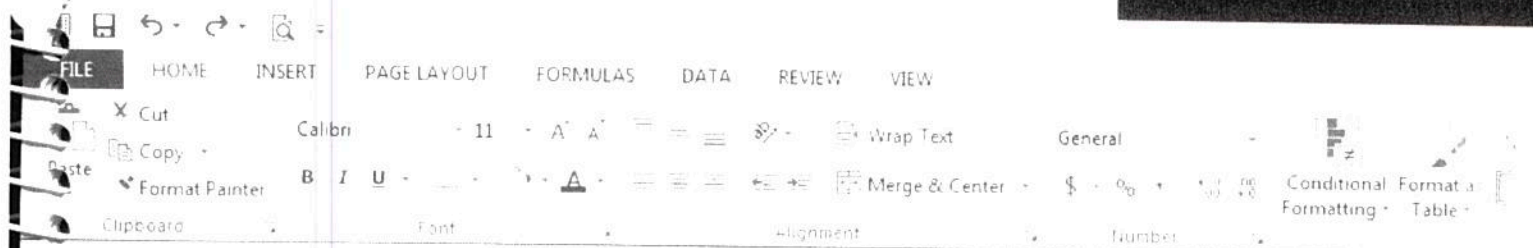
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Hyperlink

Hyperlink:

Use this icon to create a link in your document for quick access to webpages and files.



- b. Continue adding hyperlinks to the list of colleges in column B, using the Website addresses in the table below

Name of College	Website Address
Amherst College	www.amherst.edu
Swarthmore College	www.swarthmore.edu
Bowdoin College	www.bowdoin.edu
Middlebury College	www.middlebury.edu
Pomona College	www.pomona.edu
Carleton College	www.carleton.edu
Wellesley College	www.wellesley.edu
Claremont McKenna College	www.claremontmckenna.edu
Davidson College	www.davidson.edu
Haverford College	www.haverford.edu
United States Naval Academy	www.usna.edu
Vassar College	www.vassar.edu
Hamilton College	www.hamilton.edu
Washington and Lee University	www.wlu.edu
Harvey Mudd College	www.hmc.edu
Grinnell College	www.grinnell.edu
United States Military Academy	www.usma.edu
Wesleyan University	www.wesleyan.edu
Colgate University	www.colgate.edu

- When complete, your worksheet should look similar to 5.3 *Source Doc. B*.
- Sort by Tuition & Fees from smallest to largest.
- Add the text [- Sorted by Tuition & Fees] to the title in A1.
- Proofread your work for accuracy and format, then resave the file.
- Select all cells containing data and Print Preview your worksheet.
- Your worksheet should look similar to 5.3 *Source Doc. C*.
- Print a copy if required.

5.3 Source Doc. B

Top Ranked Liberal Arts Colleges

Ranking	Name of College	Location	Tuition & Fees	Enrollment
1	Williams College	Williamstown, MA	\$ 46,600	2,052
2	Amherst College	Amherst, MA	\$ 46,574	1,817
3	Swarthmore College	Swarthmore, PA	\$ 44,718	1,552
4	Bowdoin College	Brunswick, ME	\$ 45,446	1,839
4	Middlebury College	Middlebury, VT	\$ 45,314	2,516
4	Pomona College	Claremont, CA	\$ 43,580	1,607
7	Carleton College	Northfield, MN	\$ 46,167	2,055
7	Wellesley College	Wellesley, MA	\$ 43,554	2,481
9	Claremont McKenna College	Claremont, CA	\$ 45,625	1,264
9	Davidson College	Davidson, NC	\$ 42,849	1,790
9	Haverford College	Haverford, PA	\$ 45,426	1,205
12	United States Naval Academy	Annapolis, MD	-	4,536
13	Vassar College	Poughkeepsie, NY	\$ 47,890	2,406
14	Hamilton College	Clinton, NY	\$ 46,080	1,884
14	Washington and Lee University	Lexington, VA	\$ 44,507	1,838
16	Harvey Mudd College	Claremont, CA	\$ 46,509	783
17	Grinnell College	Grinnell, IA	\$ 43,656	1,674
17	United States Military Academy	West Point, NY	-	4,592
17	Wesleyan University	Middletown, CT	\$ 46,944	2,940
20	Colgate University	Hamilton, NY	\$ 46,380	2,871

5.3 Source Doc. C

Top Ranked Liberal Arts Colleges - Sorted by Tuition & Fees

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