UNIT TWO: Data for Simple Calculations

Topics:

- Enter and format a title
- Modify font style and size
- Enter column headings
- Move data
- Edit data

Do This:

I. **Entering and Formatting Titles:**

The information used for this worksheet is excerpted material from *Getting America's Students Ready for the 21st Century: Meeting the Technology Literacy Challenge*, a technology report from the US Department of Education.

1. **Open** a new Excel workbook.

2. From the Office Button, click **Save As.**

3. Type **Technology** as the file name.

4. Save in your documents.

5. Click the **Save** button, leaving the workbook on the screen.

6. Move the pointer to **Cell E3**, type **Technology Challenge** and hit **ENTER**.

7. Click in **Cell E3** again and change the font of the title to Comic Sans MS, size 14 and Bold:

8. **Quick Save** your worksheet and continue.

Do This:

II. **Entering Column Headings:**

1. Click **Cell B5**, and type **Dates**.

2. Press **TAB** to go to **Cell C5**, and type **Elementary Schools**. Widen this column so the text fits in C column. (You may want to refer to Unit One to review how to do this!)

3. Click **Cell D5**, and type **Secondary Schools**. Widen this column so the text fits.

4. Click **Cell E3** and drag your mouse over to **Cell G3** so that the title is highlighted.

5. With the title now selected, place your mouse pointer on any side of this selected box (directly on the line) and **drag** the box to move the title to **Cell C3**.
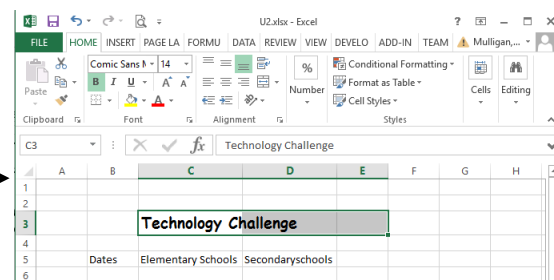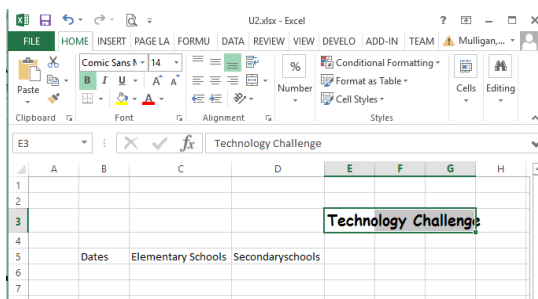
6. **Quick Save** your worksheet and continue.

Do This:

III.   **Arranging Text with the Cut and Paste Commands:**

1. **Right-Click Cell C3** and select **Cut**.

2. **Right-Click Cell A1**, and select **Paste**.

3. **Right-Click Cell D5**, and select **Cut**.

4. **Right-Click Cell D3**, and select **Paste**.

5. **Right-Click Cell C5**, and select **Cut**.

6. **Right-Click Cell C3**, and select **Paste**.

7. **Right-Click Cell B5**, and select **Cut**.

8. **Right-Click Cell A3**, and select **Paste**.

9. Your worksheet should look like this.

10. **Quick Save** your worksheet and continue.
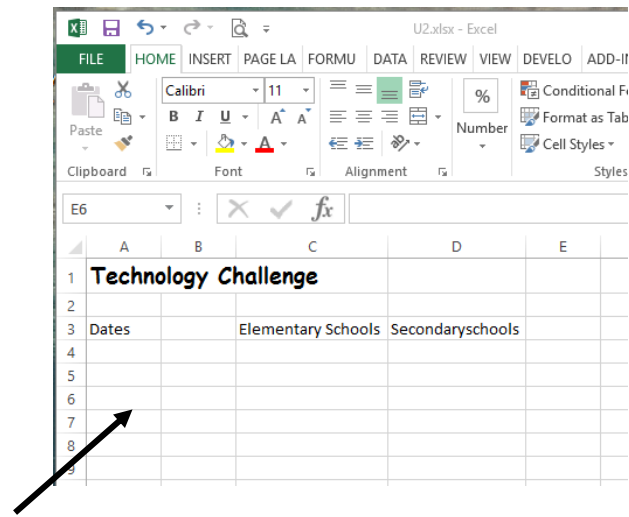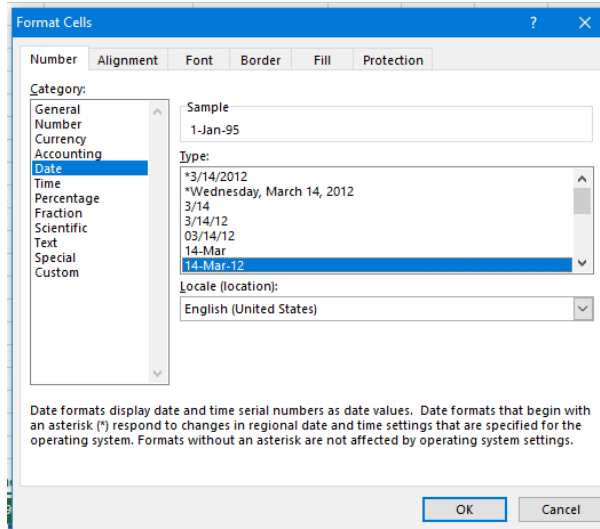
Do This:

IV.   **Entering Data:**

1. Starting in **Cell A4**, type the following information (growth of the World Wide Web sites in US schools) under the corresponding headings:

	A	B	C	D
1	Technology Challenge			
2				
3	Dates		Elementary Schools	Secondary Schools
4	January 1, 1995		85	110
5	April 1, 1995		160	360
6	July 1, 1995		225	380
7	October 1, 1995		250	660
8	January 1, 1996		425	900
9	April 1, 1996		800	1400
10	July 1, 1996		1100	1720

2. **Quick Save** your worksheet and continue.

3. **Select** the date column from **Cell A4 through Cell A10**, right-click the highlighted area and select **Format cells**.

3

4. Select the following format and click **OK**:

Your worksheet should appear as follows:

5. **Quick Save** your worksheet and continue.

V. Doing Simple Calculations:

Use these symbols to perform simple calculations in Excel ⟶

Calculation	Symbol
Addition	+
Subtraction	-
Division	/
Multiplication	*

Do This:

<u>Calculate the sum of schools with Web Sites</u>

1. Using the **Technology** worksheet, click **E3** and type **Total Sites**, press **ENTER**. (Remember to adjust column width)

2. Click **E4** and type the following formula to get the sum of sites for both elementary and secondary schools: **=c4+d4**

3. Hit **ENTER**.

4. Copy the formula by clicking **Cell E4** and dragging the **Fill Handle** from **Cell E4** to **Cell E10**.

5

Your worksheet should
appear as follows:

Do This:

Calculate the percentage of schools with Web sites by category

1. Click **Cell F3** and type **% of Elementary Schools,** hit **ENTER**. (Remember to adjust column width)

2. Click **Cell G3** and type **% of Secondary Schools**, hit **ENTER**. (Remember to adjust column width)

3. Click **Cell F4** and type the following formula to get the percentage of sites for elementary schools: **=c4/e4**

4. Hit **ENTER**.

5. Click **Cell F4** again, and using the **Fill Handle**, copy this formula from **Cell F4 through Cell F10.**

6. Click **Cell G4** and type the following formula to get the percentage of sites for secondary schools: **=d4/e4**

7. Hit **ENTER**.

8. Using the Fill Handle, copy this formula from **Cell G4 through Cell G10**.

9. Select **Cell F4 through Cell G10,** right-click the highlighted area and select **format cells.**

10. Select the **Percentage Category** and **Decimal Places: 2,** hit **OK**.

Your worksheet should appear as follows:

11. **Save** (and close) the Technology worksheet in your documents.

Unit 2 Exercise: <u>SAVE, do not print.</u>

Show the finished worksheet to your teacher

1. Click **Cell D1**, type *Grade 10 BBT*, hit **ENTER**.

2. **Widen Column D** so the text will fit.

3. Click **Cell A3**, type *Student*.

4. **TAB** to go to **Cell B3**, type *Module 1*.

5. **TAB** to go to **Cell C3**, type *Module 2*.

6. **TAB** to go to **Cell D3**, type *Module 3*, and hit **ENTER**.

7. Starting in **Cell A4** through **Cell A13**, type the following student names:

	A	B	C	D	E	F	G
1				Grade 10 BBT			
2							
3	Student	Module 1	Module 2	Module 3			
4	Sally						
5	Jess						
6	Tom						
7	Jane						
8	Bill						
9	Sue						
10	Chris						
11	Jen						
12	Adam						
13	Jill						
14							

8. Starting in **Cell B4**, type the following marks on the worksheet for the students so that your worksheet looks like this:

	A	B	C	D	E
1				Grade 10 BBT	
2					
3	Student	Module 1	Module 2	Module 3	
4	Sally	98	94	95	
5	Jess	78	80	88	
6	Tom	66	70	78	
7	Jane	61	65	62	
8	Bill	44	56	65	
9	Sue	56	60	65	
10	Chris	67	70	74	
11	Jen	89	90	80	
12	Adam	90	88	84	
13	Jill	94	90	90	
14					

9. In **Cell E3,** type *Midterm Mark* and adjust the width of the column.

10. In **Cell E4**, calculate the Midterm Mark by adding Cells B4, C4, and D4 and dividing by 3. (**Hint**: you must use parentheses for the Sum)

11. Using the **Fill Handle**, copy the formula from **Cell E4 through Cell E13**.

12. With the Cells in **Column E** still selected, change the format of the cells to **Number** with **2 Decimals**.

13. Type your name in **Cells A15**.

14. **Save** the worksheet in your documents as: ***Activity Two***

1. The Fill Handle is used to:
    a. Delete data in a cell
    b. Copy data from one cell to another
    c. Change the size of the font
    d. Bold the font

2. You can move the data of one cell to another cell by:
    a. using copy and paste
    b. dragging the frame of the selected data to a new cell
    c. both a. and b.
    d. only a.

3. To get the Sum of two numbers the * symbol may be used:
    a. True
    b. False

4. Dates can be formatted to change their appearance.
    a. True
    b. False

5. Calculating sums is to:
    a. Subtract 2 numbers
    b. Add numbers to get a total
    c. Divide 2 numbers
    d. None of the above