

# UNIT TWO: Data for Simple Calculations



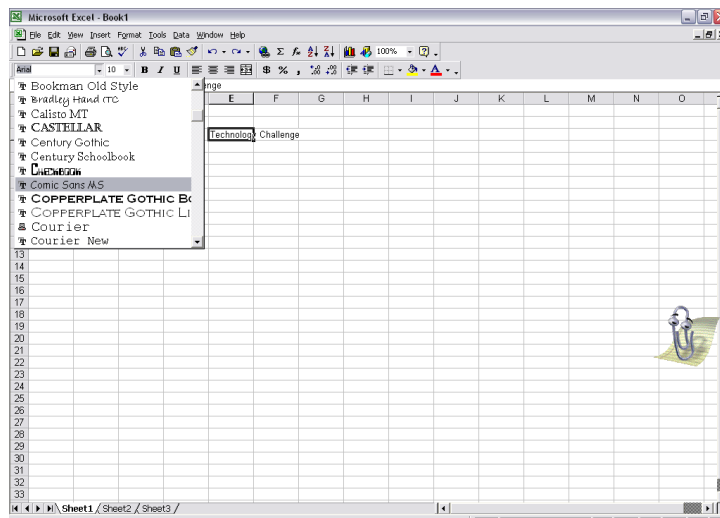
## Topics:

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

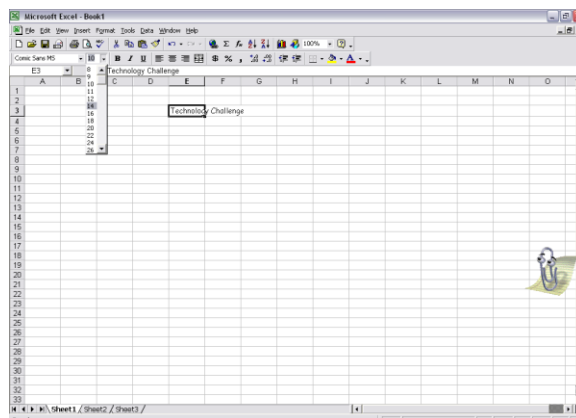
**I. Entering and Formatting Titles:**

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

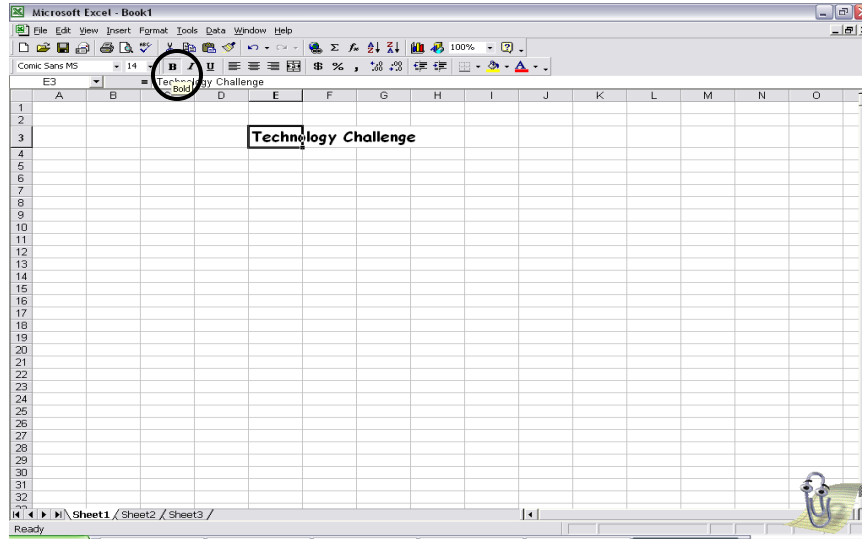
1. **Open** a new Excel workbook.
2. On the **File** menu, click **Save As**.
3. Type **Technology** as the file name.
4. Save in your folder on the server.
5. Click the **Save** button, leaving the workbook on the screen.
6. Move the pointer to **Cell E3**, type **Technology Challenge** and hit **ENTER**.
7. Click in **Cell E3** again and make the following changes to the title:
  - On the **Formatting Toolbar** click the **down arrow** next to the **Font box** and select **Comic Sans MS**.



- On the **Formatting Toolbar** click the **down arrow** next to the **Font size** and select **14**.



- On the **Formatting Toolbar** click the **Bold** button.



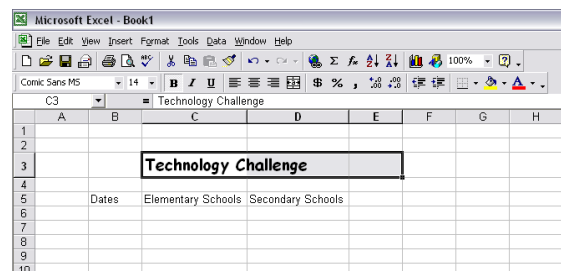
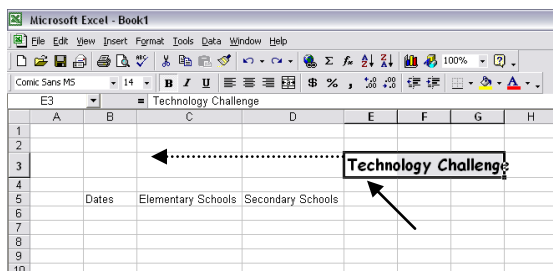
- Quick **Save** your worksheet and continue.



**Do This!**

## II. Entering Column Headings:

- Click **Cell B5**, and type *Dates*.
- Press **TAB** to go to **Cell C5**, and type **Elementary Schools**. Widen this column so the text fits. (You may want to refer to Unit One to review how to do this!)
- Click **Cell D5**, and type **Secondary Schools**. Widen this column so the text fits.
- Click **Cell E3** and drag your mouse over to **Cell G3** so that the title is highlighted.
- With the title now selected, place your mouse pointer on any side of this selected box (directly on the line) and **drag** the title to **Cell C3**.

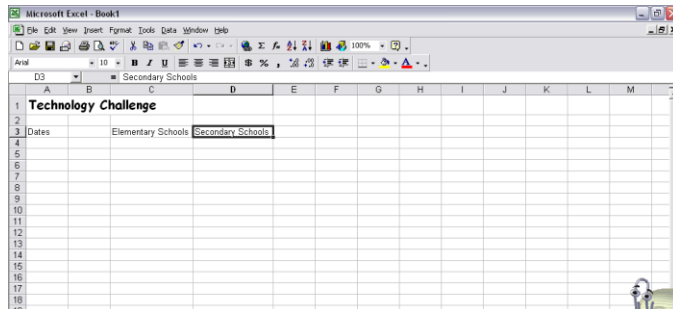


6. **Quick Save** your worksheet and continue.

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



**Do This:**

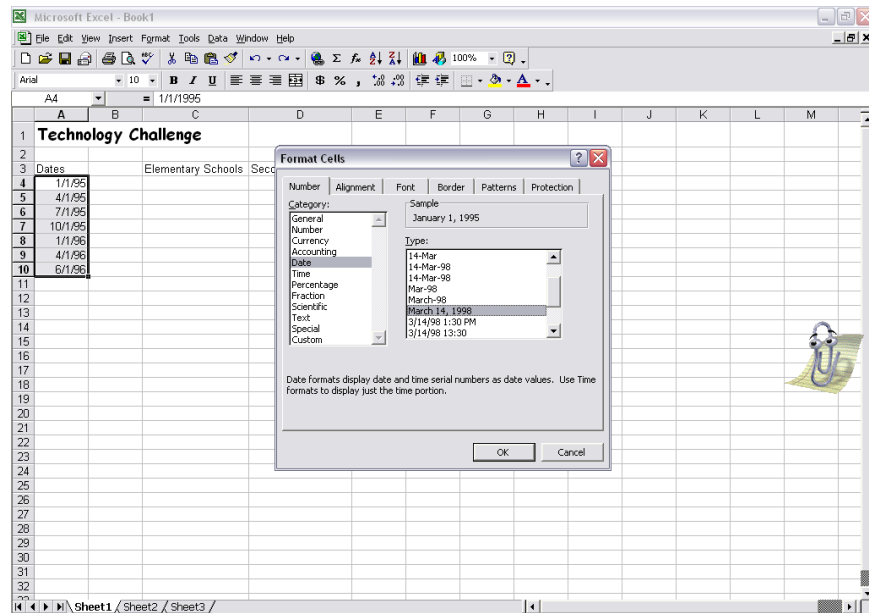
### IV. Entering Data:

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

Dates	Elementary	Secondary
1/1/95	85	110
4/1/95	160	360
7/1/95	225	380
10/1/95	250	660
1/1/96	425	900
4/1/96	800	1400
6/1/96	1100	1720

2. Select the date column from **Cell A4 through Cell A10**, click **Format** menu, click **Cells** and select the following format and click **OK**:

January 1, 1995
April 1, 1995
July 1, 1995
October 1, 1995
January 1, 1996
April 1, 1996
June 1, 1996



Your worksheet should appear as follows:

Date	Elementary Schools	Secondary Schools
January 1, 1995	85	110
April 1, 1995	90	200
July 1, 1995	225	380
October 1, 1995	260	660
January 1, 1996	425	900
April 1, 1996	660	1400
June 1, 1996	1190	1700

## V. Doing Simple Calculations:

**Do This!**

Calculate the sum of schools with Web Sites

Calculation	Symbol
Addition	+
Subtraction	-
Division	/
Multiplication	*

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

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

	A	B	C	D	E	F
1	<b>Technology Challenge</b>					
2						
3	Dates		Elementary Schools	Secondary Schools	Total Sites	
4	January 1, 1995		85	110	=c4+d4	
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	June 1, 1996		1100	1720		
11						

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

	A	B	C	D	E	F
1	<b>Technology Challenge</b>					
2						
3	Dates		Elementary Schools	Secondary Schools	Total Sites	
4	January 1, 1995		85	110	195	
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	June 1, 1996		1100	1720		
11						

Your worksheet should appear as follows:

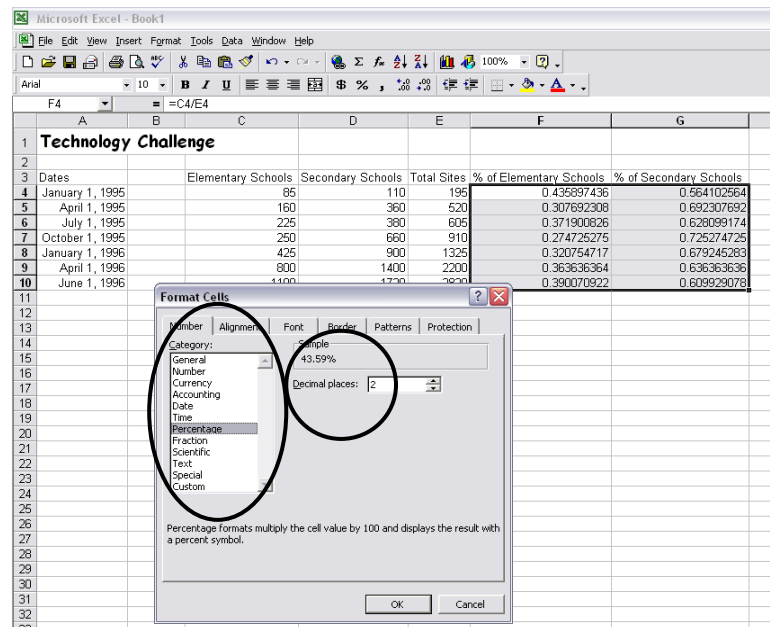
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Technology Challenge</b>												
2													
3	Dates		Elementary Schools	Secondary Schools	Total Sites								
4	January 1, 1995		85	110	195								
5	April 1, 1995		160	360	520								
6	July 1, 1995		225	380	605								
7	October 1, 1995		250	660	910								
8	January 1, 1996		425	900	1325								
9	April 1, 1996		800	1400	2200								
10	June 1, 1996		1100	1720	2820								
11													
12													
13													
14													

**Do This:**

Calculate the percentage of schools with Web sites by category

- Click **Cell F3** and type **% of Elementary Schools**, hit **ENTER**. (Remember to adjust column width)
- Click **Cell G3** and type **% of Secondary Schools**, hit **ENTER**. (Remember to adjust column width)
- 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**, click the **Format** menu and select **Cells**.
10. Select the **Percentage Category** and **Decimal Places: 2**, hit **OK**.



Your worksheet should appear as follows:

The screenshot shows the completed worksheet in Microsoft Excel. The data is formatted as percentages with two decimal places. The worksheet is titled 'Technology Challenge' and contains data for elementary and secondary schools.

Dates	Elementary Schools	Secondary Schools	Total Sites	% of Elementary Schools	% of Secondary Schools
January 1, 1995	85	110	195	43.59%	56.41%
April 1, 1995	160	360	520	30.77%	69.23%
July 1, 1995	225	380	605	37.19%	62.81%
October 1, 1995	250	660	910	27.47%	72.53%
January 1, 1996	425	900	1325	32.08%	67.92%
April 1, 1996	800	1400	2200	36.36%	63.64%
June 1, 1996	1100	1720	2820	39.01%	60.99%

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

**Do This:**

**Practice Exercise, Unit 2—SAVE THIS FILE AND SHOW YOUR TEACHER THE COMPLETED WORKSHEET.**

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 **Cell A4** through **Cell A13**, type the following student names:

Sally
Jess
Tom
Jane
Bill
Sue
Chris
Jen
Adam
Jill

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

Microsoft Excel - Book2						
File Edit View Insert Format Tools Data Window Help						
Arial 10 B I U [Text Alignment Icons] \$ % ,						
D14 =						
	A	B	C	D	E	F
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						
15						

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 folder on the server as: *Activity Two*

## Unit Two

### Review Questions

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