

Practice Activity: Competency 2.2

Using Microsoft Office Applications: Excel

Directions: You will use Microsoft Excel and Word 2000 to complete the following tasks.

- ❑ **Open** Excel and create a new workbook.
- ❑ **Create** a folder in your U:Drive (in My Computer) in which you will save all of your practice activity documents, name it Tech Practice (you may have created this folder in an earlier activity)
- ❑ **Save** your document in the folder you just created and **Name it** Tech 2.2 Username date (no spaces)
EXAMPLE: **Tech2.2jsmith2-21-04**
- ❑ **Input the following:**
In cell A6 enter your first and last name
In cell B6 enter your worksite
In cell C6 enter the date
- ❑ **Format** the date to the mm/dd/yr format
- ❑ **Format** your name, building and date to be bold and size 16
- ❑ **Enlarge** column A be wider so that you can read all of your names.
- ❑ **Rename** Sheet1 to read “Class Points”
- ❑ **Input the following on your spreadsheet:**
In cell A8 enter **Student**
In cell B8 enter **Mon**
In cell C8 enter **Tue**
In cell D8 enter **Wed**
In cell E8 enter **Thu**
In cell F8 enter **Fri**
In cell G8 enter **Average**
- ❑ **Insert** two blank rows above Row A8
- ❑ **Format the B10-G10 cells** with an alignment rotated 20 degrees. **Bold** the font.

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- **Input** the following data in the correct cells

Student	Mon	Tue	Wed	Thu	Fri	Average
Calvin	30	45	50	50	45	
Maria	50	49	49	47	50	
Anthony	50	46	48	42	50	
Class Average						

- **Sort** the cells so that the students are in alphabetical order by first name in ascending order. Remember to keep their scores with them.
- **Bold** the cells in column A10 to A14
- **Average** each student's set of points in the Average column
- **Average** the points for each day in the class average cells.
- **Format** both sets of cells that calculate the averages with numerical cells of two decimal places.
- **Create a column graph** for all students in the chart. (see *sample graph* at the end)
 - The graph should include:
 - The five days
 - All students' points
 - The class average for each day
 - The series should be in Rows so that students appear as a legend
 - The title for the chart should read **November Class Points**
- **Place** the graph on your worksheet below cell A16
- **Save** the changes to your Excel worksheet.
- **Print** your Excel worksheet showing grid lines.
- **Open** a new Word document. On the first line **enter** your first and last name and Comp 2.3. On the next line enter **Using Excel in My Job**
- Briefly describe how you have used Excel in your current job situation.
- Save your Word Document on your network drive naming it **Excel Use**

- **Print** Excel Use document.

Sample Graph: (Note: names, data and title are different)

