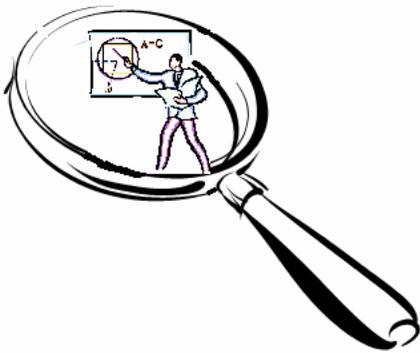


## Computer Applications I Excel

### LAP 2- Project 2: Formulas, Functions, Formatting, and Web Queries



Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

#### DoDEA Standards

- ◆ Previously used standards from Project 1 apply plus the following standards
- ◆PT2a Engage in higher order thinking and will apply problem-solving strategies in purposeful ways, both in situations where the problem and Excel desirable solutions are clearly evident and in situations requiring a creative approach to achieve an outcome.
- ◆PT2b Employ technology in the development of strategies for solving problems in the real world.
- ◆PT3a Communicate ideas to justify position, persuade and convince others, and responsibly challenge existing procedures and policies.
- ◆PT3b Use technology to communicate information and ideas in ways that are appropriate to the purpose and audience through spoken, written, and graphic or visual means of expression.
- ◆PT4a Access information efficiently and effectively.
- ◆PT4c Use information accurately and creatively.

#### Objectives

- ◆ Enter multiple lines of text in the same cell
- ◆ Enter a formula using the keyboard
- ◆ Enter formulas using Point mode
- ◆ Identify the arithmetic operators +, -, \*, /, %, and ^
- ◆ Apply the AVERAGE, MAX, and MIN functions
- ◆ Determine a percentage and verify a formula
- ◆ Change the font and background of a cell and color the characters
- ◆ Add borders to a range
- ◆ Format numbers using the ?Format Cells dialog box
- ◆ Add conditional formatting to a range of cells
- ◆ Align text in cells and columns
- ◆ Change the width of a column and height of a row
- ◆ Check the spelling a a worksheet
- ◆ Preview how a printed copy of the worksheet will look
- ◆ Distinguish between portrait and landscape
- ◆ Print a partial or complete worksheet
- ◆ Display and print the formulas version of a worksheet
- ◆ Print to fit
- ◆ Use the Web query to get real-time data from a Web site
- ◆ Rename sheets
- ◆ E-mail the active workbook from within Excel

#### Resource

Title: Office 2000: Introductory Concepts and Techniques  
 Author(s): Shelly/Cashman/Vermaat  
 Chapter 2: Project 2: Formulas, Functions, Formatting, and Web Queries

**Time Frame** 9 hours

#### Introduction

With your second learning project, you will learn more advance features of Excel such as how to enter formulas, calculate an average, find the highest and lowest numbers in a range, audit formulas, change fonts, draw borders,

format numbers, change column widths and row heights, and add conditional formatting to a range of numbers. You will learn how to display and print the formulas of your worksheet and how to complete a Web query to generate a worksheet using external data obtained from the World Wide Web. Finally you will learn how to send an e-mail directly from within Excel with the opened workbook attached.

### Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.  
Turn in completed activities as directed by instructor.**

\_\_\_\_\_ **Read:** p. E 2.1 Objectives for the Microsoft Excel 2000 Project 2

\_\_\_\_\_ **Read:** pp. E 2.2-2.3 About *Windy City Pedal Pushers*

\_\_\_\_\_ **Read:** pp. E 2.4-E 2.7

\_\_\_\_\_ **Read and Complete:** pp. E 2.7-2.65 Make sure you do each exercise as you read

\_\_\_\_\_ **Complete:** pp. E 2.66-2.67 *Apply Your Knowledge*

\_\_\_\_\_ **Complete:** pp. E 2.68-2.76 select 1 of the 3 *In the Lab* problems

\_\_\_\_\_ **Complete:** pp. E 2.77-2.79 from *Cases and Places* select 1 problem from each difficulty level

#### Self Assessment - "I/I can . . . "

- \_\_\_\_\_ Enter multiple lines of text in the same cell
- \_\_\_\_\_ Enter a formula using the keyboard
- \_\_\_\_\_ Enter formulas using Point mode
- \_\_\_\_\_ Identify the arithmetic operators +, -, \*, /, %, and ^
- \_\_\_\_\_ Apply the AVERAGE, MAX, and MIN functions
- \_\_\_\_\_ Determine a percentage and verify a formula
- \_\_\_\_\_ Change the font and background of a cell and color the characters
- \_\_\_\_\_ Add borders to a range
- \_\_\_\_\_ Format numbers using the ?Format Cells dialog box
- \_\_\_\_\_ Add conditional formatting to a range of cells
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**Please ask instructor for additional instructions or assessment materials**