**Computer Applications I**

**Excel**

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

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**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 works\book 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
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Please ask instructor for additional instructions or assessment materials