

3

Text Messaging

New Skills

1. Change font size.
2. Use bold, italics, and underline text-style enhancements.

Activity Overview

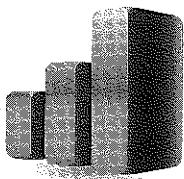
Text messaging, the sending of short text messages from a mobile phone to other mobile phone users, has evolved into the number one preferred channel of basic communication for teenagers. This is partially due to the user's ability to text people without being logged onto a computer. Texting is also less intrusive and less expensive than a phone call. The Pew Research Center's Internet & American Life Project Survey reports that 54% of teenagers between the ages of 12 to 17 use text messaging as their primary form of communication with friends, followed by 38% communicating by cell phone, 33% face-to-face, 30% using landline phones, 25% logging onto social network sites, 24% instant messaging, and only 11% using email. Fully 72% of both teens and adults use text messaging.

The following activity illustrates how spreadsheets can be used to compare the texting frequency of teens versus adults.

Instructions

1. Create a NEW spreadsheet.
- * *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Apply the following text enhancements:
 - a. Bold cell A2 and change the font size to 14 point.
 - b. Bold cells F8 and H8.
 - c. Bold and underline cells A9, F9, and H9.
 - d. Italicize cells A21 and A22.
4. Center align the data in cells F8 – F15 and H8 – H15.
5. Carefully proofread your work for accuracy.
6. Save the spreadsheet as TEXT MESSAGING.
7. Analyze the changes made to the data in the spreadsheet.
8. Set the Print Area to include all cells containing data in the spreadsheet.
9. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
10. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL ►



3

Text Messaging

INPUT DATA

	A	B	C	D	E	F	G	H
1	Activity 3 Student Name							
2	Comparison of Text Messaging Teens vs. Adults							
3								
4								
5								
6								
7								
8						(%)		(%)
9	Number of texts on a typical day					Teens		Adults
10	None					2		9
11	1 to 10					22		51
12	11 to 20					11		13
13	21 to 50					18		13
14	51 to 100					18		7
15	More than 100					29		8
16								
17								
18								
19								
20	Notes:							
21	1. Teen data is from a June 26 - September 24, 2009 telephone survey.							
22	2. Adult data is from an April 29 - May 30, 2010 survey.							

Source: <http://www.pewresearch.org/pubs/1716/>

6

Automobile Research

New Skills

1. Use the AutoFill feature to complete a number sequence in a spreadsheet.

Activity Overview

Edmunds.com provides new and used vehicle prices, a database of national and regional incentives and rebates, vehicle test drive reviews, and tips and advice on all aspects of car purchasing and ownership. Its “True Market Value” pricing tools provide the estimated average price consumers are paying when buying new vehicles and estimates of the actual purchase prices for used vehicles.

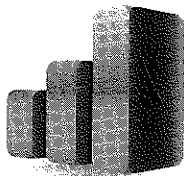
In 2005, Edmunds.com launched *Inside Line*, a free online magazine that provides automotive enthusiasts with informative videos, photos, blogs, news articles, discussion boards, and road tests. Carspace.com, a social networking site for car enthusiasts, was launched by Edmunds.com in 2006.

The following activity illustrates how spreadsheets can be used to chart the top 25 most popular vehicles researched at Edmunds.com in May 2010, by search popularity and also indicates the estimated miles per gallon (mpg) of each vehicle.

Instructions

1. Create a NEW spreadsheet.
- * Unless otherwise stated, the font should be 10 point Arial.
2. Type the data as shown.
3. Bold cell A2 and A3 and change the font size to 20 point.
4. Bold rows 6 and 7.
5. Use the AutoFill feature to automatically complete the series of POSITION numbers. To do this, select cells A9 – A10. While the cells are selected, click the bottom right-hand corner of cell A10 until the mouse pointer changes to a “+” sign. Now drag the mouse pointer down to cell A33 and release the mouse button. The cells should now be filled to complete the number sequence for cells A9 – A33.
6. Format the width of column A to 12.0 and left align.
7. Center align cells A7 – A33.
8. Format the width of columns B and C to 15.0 and left align.
9. Format the width of column D to 15.0 and center align.
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as AUTOMOBILE RESEARCH.

NEW SKILL



6

Automobile Research

12. Analyze the changes made to the data in the spreadsheet.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.

INPUT DATA

	A	B	C	D	E
1	Activity 6 Student Name				
2	Top 25 Researched 2010				
3	Automobiles on Edmunds.com				
4	May 2010				
5					
6				ESTIMATED	
7	POSITION	MAKE	MODEL	MPG	
8					
9	1	Hyundai	Sonata	22 - 25	
10	2	Honda	Accord	20 - 25	
11		Honda	CR-V	23 - 24	
12		Honda	Civic	24 - 42	
13		Chevrolet	Equinox	23 - 26	
14		Volkswagen	Jetta	25 - 34	
15		Mazda	MAZDA3	24 - 28	
16		Nissan	Altima	21 - 26	
17		Toyota	RAV4	21 - 24	
18		BMW	3 Series	19 - 27	
19		Ford	F-150	15 - 17	
20		Ford	Fusion	19 - 25	
21		Ford	Escape	22 - 24	
22		Jeep	Grand Cherokee	13 - 18	
23		Honda	Odyssey	18 - 20	
24		Ford	Explorer	15 - 16	
25		Toyota	Camry	23 - 26	
26		Subaru	Outback	20 - 24	
27		Kia	Sportage	20 - 22	
28		Ford	Mustang	19 - 21	
29		Kia	Sorento	17 - 18	
30		Chevrolet	Camaro	19 - 21	
31		Hyundai	Tucson	24 - 26	
32		Nissan	Rogue	23 - 24	
33		Mercedes-Benz	E-Class	15 - 21	

Source: <http://www.edmunds.com/reviews/list/mostpopular/>