

## Spreadsheet Exercise 2

The practical exercises are designed to provide practice for all of the required skills. After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on <http://didljumpstart.com>.

In this exercise, you will practice each of the skills that you learned through the spreadsheets curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Correct any differences or mistakes that you see between the spreadsheet you created and the answer sheet. As you make your corrections you are learning! The more you use your spreadsheets program, the better you will become at creating and working with them.

***Don't Forget!!*** Save the spreadsheet often and regularly during the assignment. Let's begin.

### Spreadsheet Exercise 2

#### Work with an Existing Worksheet

In this exercise, you will practice making changes to a worksheet that already exists. In this exercise, the worksheet you will work with is a spreadsheet of students' names and grades.

To begin, you will open an existing worksheet from your Testing USB drive. For information about setting up this drive, log in at <http://didljumpstart.com> and navigate to the Testing Center.

For the instructions in this exercise, the Testing USB drive will be called **X:** even though the letter for the actual drive on your computer will be different.

Open the spreadsheet named **Gradebk.xls** from X:\DIDL\ResourceFiles\EC. An example grade book that contains grades for 22 students will open in Excel.

#### **Practice Freezing Panes**

Freeze the first column in the worksheet, which has the students' names listed in it. This is so that you can scroll all the way through the data in the grade book, viewing the grades and the student names at the same time.

#### **Practice Making Changes**

Practice cutting and pasting in a spreadsheet by moving all of the columns of Quizzes and place them in front of the columns of Exams.

**Exercise 2 - Printout 1** (existing worksheet)**Orientation, Margins, Header, and Footer Instructions**

Select portrait orientation for the worksheet.

Set the margins to 1.00" right, left, top, and bottom.

In the left section of the header, type your first and last name in Times New Roman 10 point font.

In the center section of the footer, type **Printout 1** in Times New Roman 10 point font.

**Print Options**

Set the **print options** to be the following: fit to one page, print with gridlines but no row and column headings.

Convert the printout to pdf format (Internet Skill) and name it **ss\_ex2printout1**

Print the pdf file to compare to the answers.

**Exercise 2 - Printout 2** (existing worksheet)**Orientation, Margins, Header, and Footer Instructions**

Keep the portrait orientation for the worksheet.

Keep the margins at 1.00" right, left, top, and bottom.

Keep the header as it is.

In the center section of the footer, change the footer to **Printout 2**, in Times New Roman 10 point font.

In the right section of the footer, insert the page number.

**Print Options**

Set the **print options** to be the following: change the page option back to 100% normal size and set the print titles to repeat the first column on both pages.

Set it to print the worksheet on two pages without gridlines and with row and column headings. You should be able to see the column header for column A on both pages.

Convert the printout to pdf format (Internet Skill) and name it **ss\_ex2printout2**.

Print the pdf file to compare to the answers.