TIP SHEET *for*

Fundamental Spreadsheet Applications

The most important thing you can do is READ THE DIRECTIONS CAREFULLY. Contestants usually lose most of their points in formatting errors (because they did not follow directions).

You will have 3 pages to print out. Typically , this will include:
- Printout 1: setting up a spreadsheet based on information they provide
- Printout 2: showing formulas (by typing Ctrl ~) and printing out the sheet showing formulas. Make sure that you do a print preview and make sure the sheet fits on one page.
- Printout 3: usually a chart (like a bar chart, column chart, or pie chart) illustrating the data in your spreadsheet

Follow these guidelines when you start:

1. Change the font for the entire spreadsheet (for example, Arial 12pt). Do this by clicking on the box at the top left corner of the spreadsheet … this is highlighted in image ➔ This will highlight the entire spreadsheet. Then change the font style and size.
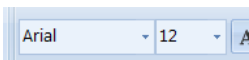

2. Next, you should change the view to "Page Layout" to make formatting a little easier. To do this, select the "View" tab in the ribbon and then click on "Page Layout". You will now be able to see the spreadsheet exactly as it will print out (you can also see the header and footer).
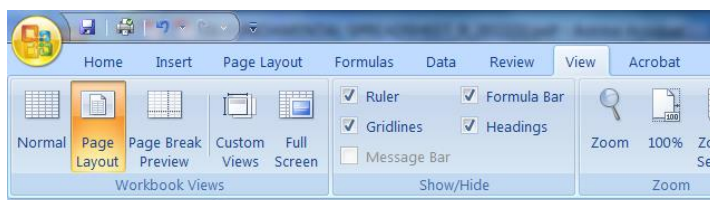
3. Next, change the orientation to landscape (it will ask you to do this at some point in the instructions, but it makes it easier to get it done right at the beginning). Select the "Page Layout" tab in the ribbon and then click on "Orientation". Then select "Landscape".
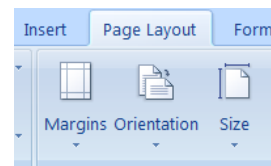
4. Put your Contestant # and Job # on the right section of the footer of each printout. To do this, click on the right side of the footer and then type your information. DO NOT TYPE YOUR NAME ANYWHERE ON THE SPREADSHEET.
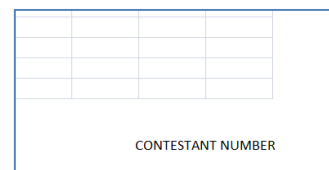
5. Then start typing the information provided in the contest (usually starting in cell A1). Make sure to follow the formatting guidelines as you go (it will probably have you change the columns widths, font sizes, bolding, centering, and number formats for many of the cells. Just take it one step at a time. You will also need to write some formulas (just like we did in class … start with "=" and then write the formula. For instance, to add cells A1 and A2, you would write "=A1+A2". You can also use the Auto Sum button to add a column.

   Note: when the directions ask for a <u>formula</u> to calculate something, you may use either a function or a formula. If the directions ask for a <u>function</u>, you must use a defined function (like SUM or AVERAGE).

6. At some point, you will need to do a chart. Just highlight the information that you are graphing (just the cells that include

Student GPA By Class			
	Class 1	Class 2	Class 3
Student 1	3.4	3.6	2.5
Student 2	2.5	3.5	2.3
Student 3	4.5	1.5	1.8

the numbers and row/column headings, like I illustrated to the right).

7. Then select the "Insert" tab in the ribbon and click on the type of chart you want.
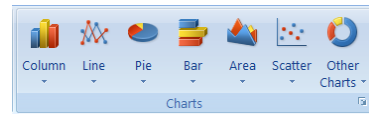
8. Usually, they will want the chart to be on its own page, so you will need to do one more thing: select "Move Chart" on the far right corner of the ribbon and select "New Sheet" in the popup box
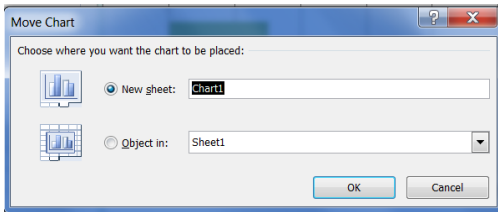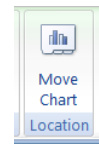
9. Then you'll need to add a title and legend to the chart. The easiest way to do this is to select the "Design" tab on the ribbon (under chart tools). Then select one of the "Chart Layouts".
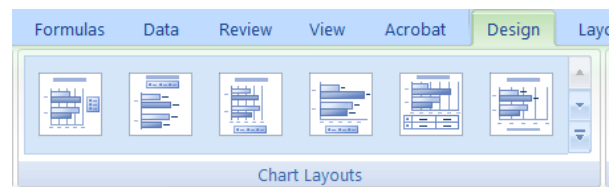
If this doesn't get the look you want, you can go to the "Layout" tab and add titles and legends and all sorts of other things (but you probably will not have to get that fancy).

ALWAYS REFER TO THE RUBRIC PAGE IN THE TEST … IT WILL GIVE YOU CLUES AS TO EXACTLY WHAT THEY ARE LOOKING FOR, INCLUDING THE FORMULAS AND FUNCTIONS TO USE!!!

You will print out each of the jobs as you go. Make sure you get them off the printer right away and check to make sure they look OK (it should look exactly like it did on the screen. MAKE SURE TO PRINT TO THE BLACK AND WHITE PRINTER. You cannot print in color on this contest.

TURN IN YOUR PACKET IN THE FOLLOWING ORDER (YOU WILL LOSE POINTS IF YOU DO NOT):

TEST BOOKLET
PRINTOUT 1
PRINTOUT 2
PRINTOUT 3

REMEMBER TO PROOFREAD YOUR WORK. TRY TO TURN IN YOUR PACKET A FEW MINUTES EARLY, BUT DON'T RUSH!!!! YOU HAVE 90 MINUTES … USE IT.