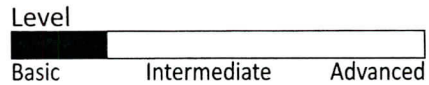


Project #: E-1

Excel Specialist



Project Title

Undergraduate Enrollment Demographic Data

New Skills:

- Saving a spreadsheet
- Entering data in a spreadsheet
- Identifying cell addresses
- Setting the print area
- Formatting cells



The Office
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The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

Excel Specialist
Project #: E-1

Customer Name: College Concierge
Assigned to: You, the MS Excel Specialist
Project Title: Undergraduate Enrollment Demographic Data
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge is creating content for the University of Learning Web site. Many university Web sites include demographic data—data that tells about the students who attend that university. This data is often looked at by students who are thinking about going to that university to help them get a better idea about the university and its students.

Your Job

As the Microsoft Excel Specialist, you will create content for College Concierge’s customer, University of Learning. Using Microsoft Excel, you will create a five-column spreadsheet that lists fall undergraduate enrollment statistics in the four schools of study at University of Learning. The spreadsheet will appear on the university’s Web site in a section on demographics.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Because prospective students and their families will be viewing this data and might use the information to help them decide whether to attend the University of Learning, carefully check your work for accuracy after you input it into the spreadsheet.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-1 Undergraduate Enrollment Demographic Data** in the “Excel Projects” folder within the “College Concierge Projects” folder.
3. Format the width of each column to 20.
4. Key the data into the spreadsheet as it appears in **Spreadsheet E-1**. Unless otherwise noted, the font should be set to Arial 10 point.
5. Center-align the data in cells B3 – E8.
6. Carefully proofread your work for accuracy.
7. Resave the file.
8. Set the Print Area to include all cells containing data in the spreadsheet.
9. Use 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.

	A	B	C	D	E
1	Undergraduate Enrollment				
2					
3	Grade Levels	Arts and Sciences	School of Management	School of Nursing	School of Education
4	Freshman	1800	600	175	82
5	Sophomore	1758	578	168	75
6	Junior	1680	485	128	65
7	Senior	1595	389	111	69
8	TOTAL	6833	2052	582	291