New Skills Reinforced:

In this activity, you will practice how to:
1. add numbers in a spreadsheet using a formula.
2. use the AutoFill feature to complete formulas.
3. display formulas in a spreadsheet.

Activity Overview:

The new S.A.T. Reasoning Test was administered for the first time on March 12, 2005. Changes to the test include the addition of third-year college preparatory math, more critical reading, and a new writing section. The College Board made these changes to better reflect what students study in high school. The College Board provides students with accessible, accurate information on the test, the latest research findings, and expert contacts. High school students need to know more about what these changes mean to them.

The following activity illustrates how spreadsheets can be used by school personnel to list students and their respective critical reading, math, and writing S.A.T. scores. These scores will then be added to determine the student's total score.

Instructions:

1. Create a NEW spreadsheet.
   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Bold cells A2 and A6.
4. Bold rows 8 and 9.
5. Underline row 8.
6. Format the width of columns A and B to 20.0 and left align.
7. Format the width of columns C – F to 12.0 and center align.

NEW SKILL 8. In cell F10, type the formula =C10+D10+E10

NEW SKILL 9. There is no need to type the formulas for the remaining cells in column F. Instead, use the AutoFill feature to quickly calculate the totals for the remaining cells. To do this, select cell F10, click the bottom right-hand corner of cell F10 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell F43 and release the mouse button. Cells F10 – F43 should now contain the correct formulas.

10. Alphabetize the students by their last names. To do this, select cells A10 – F43 and sort in ascending order (A–Z). Use the "LAST" column to Sort by.

NEW SKILL 11. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as SAT SCORES.
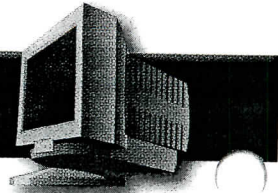14. Analyze the changes made to the data in the spreadsheet.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.
   Note: Average, Maximum, and Minimum will be completed in Activity 11.

	A	B	C	D	E	F
1	Activity 10 Student Name					
2	John C. Fremont High School					
3	7676 S. San Pedro					
4	Los Angeles, CA 90003					
5						
6	Junior Achievement Scholarship Applicants					
7	Guidance Counselor: Mr. William Seitel					
8			CRITICAL			
9	LAST	FIRST	READING	MATH	WRITING	TOTAL
10	Hom	Lisa	531	578	625	
11	Talignani	Daniel	584	597	632	
12	Bloom	Keith	660	713	702	
13	Doyle	Solomon	565	434	520	
14	Palermo	Andre	483	458	435	
15	Revinskas	Myrna	573	590	573	
16	DiBugnara	Barry	684	621	648	
17	Jimenez	Carlos	698	617	647	
18	Huang	Min Hua	737	771	703	
19	Silva	Pamela	421	505	625	
20	DeAngelis	Eileen	492	531	647	
21	Algoo	John	517	418	563	
22	Jung	Jaymie	681	632	678	
23	Danticat	Burt	712	750	709	
24	Stoppini	Alan	615	576	587	
25	Akaydin	Albert	625	587	471	
26	Merced	Carlos	563	497	487	
27	Zak	Andrew	481	468	432	
28	Savage	Vincent	482	456	472	
29	Kong	Stephanie	685	632	576	
30	Torres	Eddie	686	650	565	
31	Siegfried	Larry	705	712	719	
32	Nemenko	Eric	571	532	545	
33	Personette	Lane	565	485	490	
34	Wong	Jo Jo	717	768	710	
35	Tyshchenko	Russell	618	650	589	
36	Levy	Jarrett	445	598	487	
37	Williams	Romeo	545	571	462	
38	Broth	Marvin	570	526	503	
39	Jean-Pierre	Terry	428	453	412	
40	Orsini	Madelyn	710	621	688	
41	Kvitelman	Morris	481	432	451	
42	Thomas	Raymond	517	475	486	
43	Jones	Michael	557	597	543	
44						
45			CRITICAL			
46			READING	MATH	WRITING	TOTAL
47	AVERAGE					
48	MAXIMUM					
49	MINIMUM					