ACTIVITY 44: STUDENT TRAVEL

Activity Overview:

Many students love to travel but hate the high prices of airfare. However, many discounts are available for the student traveler. Besides buying student-discounted railway passes and staying at youth hotels, students also have access to lower-priced airline tickets. The trick is to know where to shop and be flexible about where you want to go. Many Internet travel agents require that students sign up for newsletters and email alerts, but the hassle may be worth the money one can save on travel.

The following activity illustrates how spreadsheets can be used to list student-discounted airfares. In this activity, you will format a range of numbers in cells as Accounting.

Instructions:
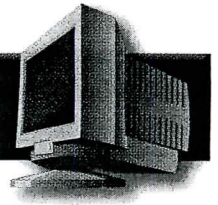
1. Create a NEW spreadsheet.
   Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Change the font size of cell A1 to 16 point.
4. Format the width of column A to 20.0, column B to 12.0, and column C to 16.0.
5. Format the height of row 3 to 48.0 and bold the row.
6. **NEW SKILL** Format cells A3 – C3 with a thick border outline.
7. **NEW SKILL** Format column C as accounting displaying 2 decimal places and the $ symbol.
8. Insert a header that shows:
   a. Left Section   Activity 44-Student Name
   b. Center Section   STUDENT TRAVEL
   c. Right Section   Current Date
9. Insert a footer that shows:
   a. Center Section   PAGE number
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as STUDENT TRAVEL.
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.

	A	B	C
1	Sample Student Airfares		
2			
3	Departing	Arriving	Round Trip Fare
4	San Francisco	Los Angeles	117
5	Memphis	Chicago	151
6	Boston	Indianapolis	172
7	Washington	Dallas	193
8	New York	London	203
9	Detroit	Denver	207
10	New York	Johannesburg	958
11	Philadelphia	Brussels	340
12	Boston	Paris	376
13	Washington	Prague	399
14	New York	Milan	408
15	Los Angeles	Berlin	513
16	Detroit	Amsterdam	598