

## ACTIVITY 8: FBLA CLUB MEMBERS 2

### New Skills Reinforced:

In this activity, you will practice how to:

1. retrieve a stored file.
2. save an existing file using a different name.
3. change page orientation to landscape.

### Activity Overview:

The following activity illustrates how spreadsheets can be used to list student's names and complete addresses. This activity expands on the FBLA club spreadsheet created in Activity 5.

### Instructions:

#### NEW SKILL

1. Open the file FBLA CLUB MEMBERS previously created in Activity 5.  
**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Change the Activity # in row 1 to read Activity 8.
3. Type the data in columns F, G, H and I as shown.
4. Format the width of column F to 24.0 and left align.
5. Format the width of column G to 16.0 and left align.
6. Center columns H and I.
7. In cells A10 and A11, type 1 and 2 respectively as shown.
8. Use the AutoFill feature to complete the series of numbers in the remaining cells. To do this, select cells A10 – A11. While the cells are selected, click the bottom right-hand corner of cell A11 until the mouse pointer changes to a "+" sign. Now drag the mouse pointer down to cell A29 and release the mouse button. The cells should now be filled to complete the number sequence for cells A10 – A29.
9. Bold and underline cells F9 – I9.
10. Carefully proofread your work for accuracy.

#### NEW SKILL

11. Save the spreadsheet as FBLA CLUB MEMBERS 2.
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.

#### NEW SKILL

14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape.
15. Print a copy of the spreadsheet if required by your instructor.

1	Activity 8 Student Name								
2	<b>ALAMO Heights High School</b>								
3	6900 Broadway								
4	San Antonio, Texas 78209								
5									
6	<b>Future Business Leaders of America (FBLA) Club Members 2006-07</b>								
7	Advisor: Lea Meyers								
8									
9		<b>LAST</b>	<b>FIRST</b>	<b>ID #</b>	<b>YEAR</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
10	1	Chan	Zhu Na	1988	Senior	4502 Misty Run	San Antonio	TX	78217
11	2	Chao	Hao Ting	9978	Sophomore	525 Evans Ave	San Antonio	TX	78209
12		Chu	Jason	3680	Freshman	1983 Oakwell Farms Pkwy	San Antonio	TX	78218
13		Chung	Marvin	3229	Junior	102 E Wildwood Drive	San Antonio	TX	78212
14		Forsyth	Amanda	4322	Junior	112 E Pecan Street	San Antonio	TX	78205
15		Frederic	Rashida	1526	Senior	2626 Country Hollow Street	San Antonio	TX	78209
16		Huang	Sze Wai	7957	Senior	105 Harriet Drive	San Antonio	TX	78216
17		Hudson	Daniel	5044	Freshman	438 Honey Blvd	San Antonio	TX	78220
18		Jefferson	Henry	3996	Sophomore	222 Wellesley Blvd	San Antonio	TX	78209
19		Khazanovich	Karina	0155	Freshman	405 Bronzeglo Drive	San Antonio	TX	78239
20		Leung	Jenny	0960	Junior	2827 Chisholm Trail	San Antonio	TX	78217
21		Liang	Shun Yi	3771	Senior	2723 Briarfield Drive	San Antonio	TX	78230
22		Moses	Shani	2289	Sophomore	2555 NE Loop 410	San Antonio	TX	78217
23		Nemenko	Ashley	6125	Senior	7709 Broadway Street	San Antonio	TX	78209
24		Soares	Candace	9745	Freshman	1901 Burnet Street	San Antonio	TX	78202
25		St. Fleur	Fadhyla	9509	Freshman	13615 Stony Forest Drive	San Antonio	TX	78231
26		Tan	Joanna	6894	Junior	261 Harmon Drive	San Antonio	TX	78209
27		Tinaz	Murat	7109	Freshman	121 Cliffside Drive	San Antonio	TX	78231
28		Wong	Miao Xian	4533	Sophomore	11430 Whisper Moss Street	San Antonio	TX	78230
29		Zhou	Xuyang	2278	Sophomore	3206 Cripple Creek Street	San Antonio	TX	78209

Source: <http://www.fbla-pbl.org/>