

ACTIVITY 10: S.A.T. SCORES

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.

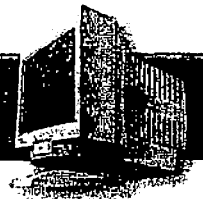
15. Set the Print Area to include all cells containing data in the spreadsheet.

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.

ACTIVITY 10: S.A.T. SCORES DATA SPREADSHEET



| | 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 | Revinkas | Myma | 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 | | | | | |