Instructions for Students

MS Excel Task Version A – College Tuition Fees

Overview

- Follow the detailed instructions below to complete the task.
- Do not complete Part 2 unless you and your facilitator have decided you should do so.
- Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
- You will not receive a score or grade on this assessment. Instead, you'll receive a checklist identifying your skills and your skill gaps related to this task.
- **Remember to save your work frequently!**

Create an Excel File

1. Open the *Excel Task* workbook file that your facilitator provided.
2. Rename the workbook **College_Tuition_[yourfirstname_yourlastname]**.
3. Create a folder on your [desktop/USB/cloud] and name the folder **Excel_Task_VA_[yourfirstname_yourlastname]**.
4. Save your Excel workbook in the folder you created.
5. Note that the instructions contained below and on the following pages are also included in the **College_Tuition** workbook on the tabs named "Instructions Part A" and "Instructions Part 2".

Part 1 Instructions

- Open the **College_Tuition** workbook file you just created.
- The worksheet called "**Data Part 1**" contains a list of college programs and their approximate tuition costs over several years.
- Follow the steps below to edit the information on the **"Data Part 1"** worksheet.

1. Label cell L1 "2019".
2. Alphabetize the programs (including their data) in cells A14 through A23.
3. Copy the data from cells B14 through B23 into cells L2 through L11.
4. Delete the data in cells A14 through B23.
5. In cell A12, type in "Yearly Totals" and make it bold.
6. Use the Autosum function to calculate the tuition totals for each year in row 12.
7. In cell M1, type in "Total" and make it bold.
8. Use the Autosum function to calculate the tuition totals **for each program** in column M, and also for cell M12.

9. Insert a blank column to the left of column M.
10. In cell A14, type in "Average Tuition" and make it bold.
11. In cell B14, use the Average function to calculate the 2009 average tuition for the programs listed.
12. Copy the Average formula into cells C14 through L14.
13. Format all values in the data set for currency, to the nearest dollar.
14. Insert a row at the top of the data set.
15. Type in the title "College Tuition Estimates 2009 to 2019".
16. Merge and centre the title from A1 to N1.
17. Format the title in bold, 14 point.
18. Use yellow fill colour in the title cell (A1).
19. Use yellow fill colour in column N from cells N2 to N12.
20. Use yellow fill colour in row 13 from cells A13 to N13.
21. Insert gridlines on all cells from A2 to N15 so that they show when printing.
22. Insert a thick border around the outside of the data set, from cells A1 to N15.
23. Insert a 3-D pie chart for the tuition data and programs **for 2009 only**. Do not include any "Total" or "Average" data in the pie chart.
24. Make the title of the pie chart "Tuition Estimates 2009".
25. Insert data labels on the pie chart on the outside end to show the dollar values.
26. Include a legend on the pie chart at the bottom.
27. Move the pie chart so that it is underneath the data set.
28. Insert a header (centred) in the worksheet showing the filename.
29. Insert a footer (centred) in the worksheet showing the date.
30. Set up your workbook to print using landscape orientation.
31. Include print settings for narrow margins to fit all data on one page.
32. Change the label on the "Data Part 1" tab (at the bottom of the screen) to "Completed Data Part 1".
33. Save your file one last time.

Final Steps for Part 1

- Check over your work.
- Follow instructions from your facilitator to submit your completed *College_Tuition* workbook file.

See next page for Part 2 instructions if you and your facilitator have agreed that you will complete Part 2.

Part 2 Instructions

- Complete Part 2 only if your instructor has indicated that you should do so.
- Use the *College_Tuition* workbook file you just created in Part 1.
- Follow the steps below.
- **Remember to save your work frequently!**

1. Make a copy of your worksheet "Complete Data Part 1" and insert it after the existing worksheets.
2. Rename the copied worksheet "Complete Data Part 2".
3. Delete the pie chart from your "Complete Data Part 2" worksheet.
4. Insert a 2-D column chart using the tuition data only (not totals) for all programs from 2009 to 2012.
5. Make the chart title "Tuition Data 2009-2012".
6. Label the vertical axis "Cost ($)".
7. Label the horizontal axis "Program".
8. Use a legend with labels for the years 2009 to 2012.
9. Delete the contents of cell E9.
10. In cell E9, insert a cell reference for the same cell (E9) from the worksheet "Complete Data Part 1".
11. In cell E9, change the fill colour to yellow.
12. In cell M2, type ">$3,200".
13. Use an IF function in column M to determine if the 2019 tuition data in column L is above or below $3,200. (Do not include the "Total" or "Average" value from column L.)
14. Use "Yes" or "No" for the values to return in the IF function in column M.
15. Centre the data in cells M3 through M12.
16. Set up your workbook to print using landscape orientation.
17. Include print settings for narrow margins, and to fit all data on one page.
18. Save your file one last time.

Final Steps for Part 2

- Check over your work.
- Follow instructions from your facilitator to submit your completed *College_Tuition* workbook file.