

Digital Information Technology

07.02 Formulas, Functions and Formatting Assignment

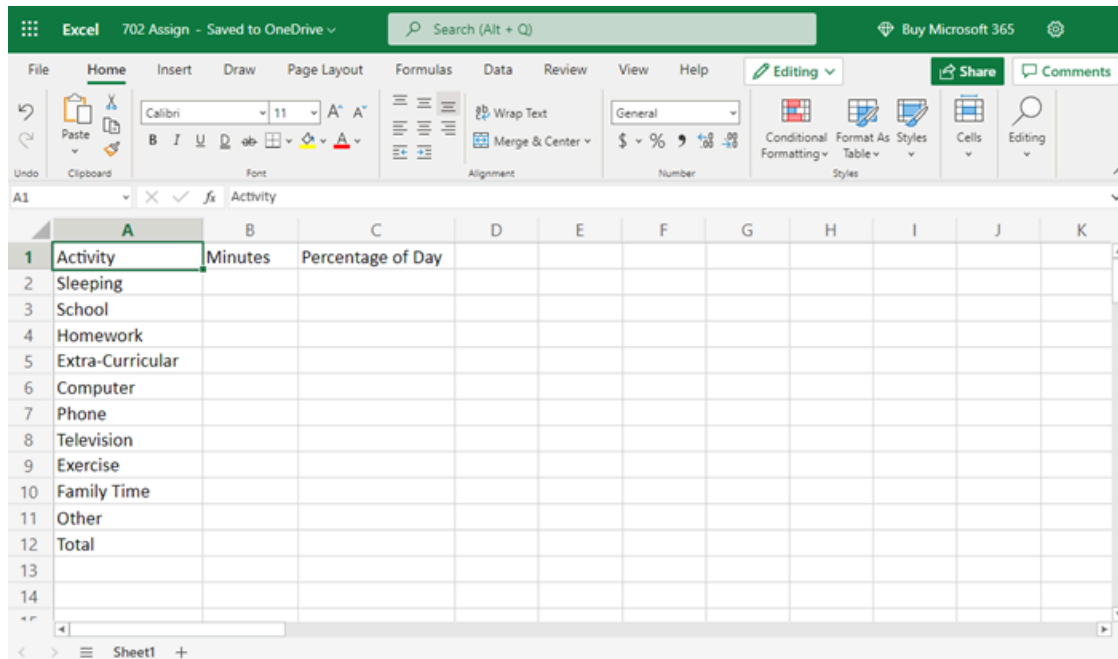
Directions

Have you ever stopped to really think about how you spend your day? A day is made up of 86,400 seconds, which is 1,440 minutes—or 24 hours, if you want the simple math. This assignment will help you evaluate a day in your life.

Step One: Create Your Spreadsheet

- A. Open a new Excel Online worksheet. Type the following column headings in the designated column:
 - Column A – Activity
 - Column B – Minutes
 - Column C – Percentage of Day
- B. Type the following row headings in the designated row:
 - Row 2 – Sleeping
 - Row 3 – School
 - Row 4 – Homework
 - Row 5 – Extra-Curricular
 - Row 6 – Computer
 - Row 7 – Phone
 - Row 8 – Television
 - Row 9 – Exercise
 - Row 10 – Family Time
 - Row 11 – Other
 - Row 12 – Total

Note: After typing this content, remember to adjust the column widths so the content fits within the cell. Your spreadsheet should look like the sample provided here.



Step Two: Log Your Activities

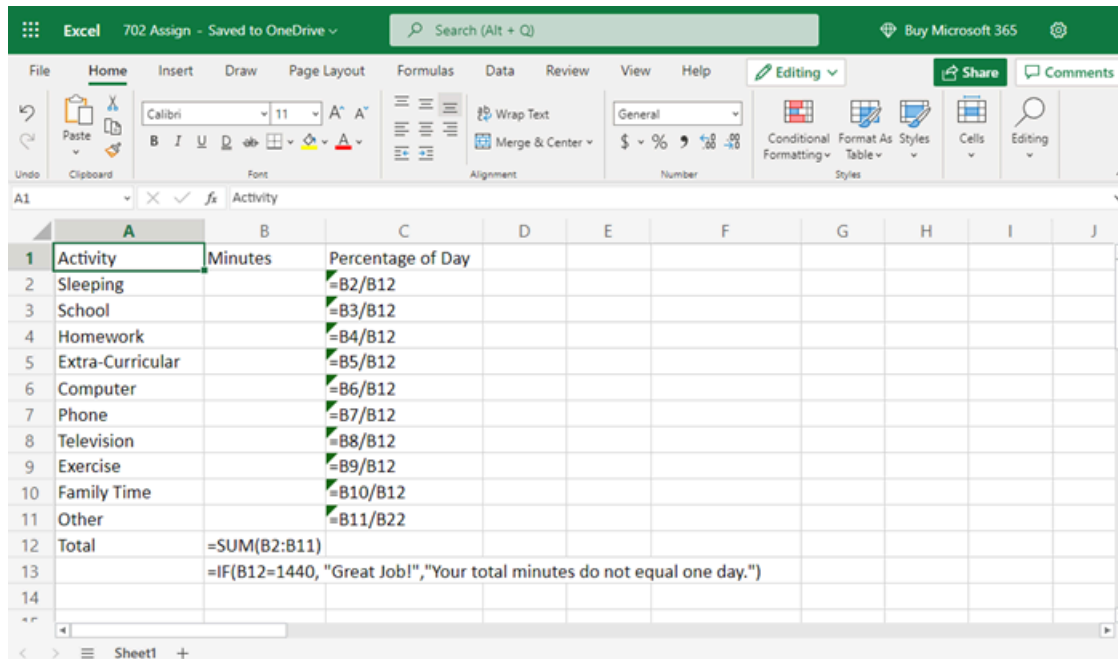
Keep track on the chart of how many minutes you spend in one day per activity. Here are some tips about the activities:

- Extra-curricular refers to clubs, sports, music lessons, etc. that happen outside school hours.
- Computer relates to fun things like time spent gaming or on social media websites.
- Phone refers to things like text messaging, playing games, looking at social media apps, etc.
- Exercise relates to the amount of physical activity, like walking, bike riding, swimming, etc.
- Other can be anything else you do in the day that is done on a regular basis, like work, attend church services, hang out with friends, etc.

Step Three: Calculations

Now it's time to put Excel to work. Use the following formulas and functions to calculate your data.

- Place your cursor in B12. Calculate the sum of the minutes. Hint: `=SUM(B2:B11)`.
- Place your cursor in B13. Perform an IF function to determine if your total activity minutes are within a 24 hour period. Hint: `=IF(B12=1440, "Great Job!", "Your total minutes do not equal one day.")`. If your conditional function states, "Your total minutes do not equal one day." then you need to recalculate your activity minutes.
- Place your cursor in C2. Calculate the percentage of your day spent on each activity.
- Change Column C to a percentage.



Step Four: Analysis

How is the majority of your day spent?

- Highlight the largest percentage in Column C in green.
- Highlight the second largest percentage in Column C in blue.
- Highlight the third largest percentage in Column C in yellow.

Step Five: Save Your Spreadsheet

Save your Excel spreadsheet to your OneDrive using the file name format, "LastName_FirstName_M7L2." For example, if your name is Jane Smith, you would save the file as "Smith_Jane_M7L2."