

## ONLINE SOFTWARE SKILLS BUILDERS

### Using a Spreadsheet to Conduct a Student Poll

In this activity you will be creating a spreadsheet to help tally and chart the results of a student poll. Follow each of the steps below to complete this project.

1. Start your spreadsheet software.
2. Enter the labels in the cells shown to the right. Note that text in column A extends into adjacent columns. Allow this to happen. It will be corrected in a subsequent step.

	A	B	C	D
1	Class Poll			
2				
3	Issue	In Favor	Against	Undecided
4	Soda machines on School Grounds			
5	Seatbelts on buses			
6	More school dances			
7	Create a new pep club			
8	Grade level newspaper			
9	Morning announcements on TV			
10	Mandatory study hall			
11	Additional time between classes			
12	Buy new band uniforms			
13	Join the Technology Fair			
14				

3. Merge cells A1 through E1. Bold and center the text in the merged cells. Change the text to 14 pt.
4. Enlarge column A so that its size is 15.
5. Wrap text in cells A 4 through A13.
6. Bold and center all labels in row 3.
7. Change font size for text in row 3 to 12 point. Enlarge columns as necessary to accommodate newly sized labels.
8. Complete the spreadsheet as show to the right. Center and bold text as shown.

	A	B	C	D
1	<b>Class Poll</b>			
2				
3	<b>Issue</b>	<b>In Favor</b>	<b>Against</b>	<b>Undecided</b>
4	<b>Soda machines on School Grounds</b>	105	88	7
5	<b>Seatbelts on buses</b>	75	112	13
6	<b>More school dances</b>	160	35	5
7	<b>Create a new pep club</b>	129	62	9
8	<b>Grade level newspaper</b>	188	10	2
9	<b>Morning announcements on TV</b>	162	35	3
10	<b>Mandatory study hall</b>	24	169	7
11	<b>Additional time between classes</b>	188	10	2
12	<b>Buy new band uniforms</b>	62	135	3
13	<b>Join the Technology Fair</b>	113	69	18
14				

9. Add the following labels in row 3: In E4 enter **Total Votes**; in F4 enter **% Pro**; in G4 enter **% Con**.
10. In cell E4, use a function to compute total votes for the Soda Machines issue.
11. Copy the function from E4 to all cells from E5 through E13.
12. Enter a formula in cell F4 that computes the percentage of votes in favor. Remember to use cell addresses not specific values.
13. Copy the % Pro formula to the remaining cells column F
14. Enter a formula in cell G4 that computes the percentage of votes against.
15. Copy the % Con formula to the remaining cells column G.
16. Bold and center the percentages in columns F and G.
17. Change font color to green and red respectively for columns F and G.
18. Change the format of the cells in columns F and G to display a % symbol.
19. Your spreadsheet should now look like the one below:

	A	B	C	D	E	F	G
1	<b>Class Poll</b>						
2							
3	<b>Issue</b>	<b>In Favor</b>	<b>Against</b>	<b>Undecided</b>	<b>Total Votes</b>	<b>%Pro</b>	<b>%Con</b>
4	<b>Soda machines on School Grounds</b>	105	88	7	200	52.50%	44.00%
5	<b>Seatbelts on buses</b>	75	112	13	200	37.50%	56.00%
6	<b>More school dances</b>	160	35	5	200	80.00%	17.50%
7	<b>Create a new pep club</b>	129	62	9	200	64.50%	31.00%
8	<b>Grade level newspaper</b>	188	10	2	200	94.00%	5.00%
9	<b>Morning announcements on TV</b>	162	35	3	200	81.00%	17.50%
10	<b>Mandatory study hall</b>	24	169	7	200	12.00%	84.50%
11	<b>Additional time between classes</b>	188	10	2	200	94.00%	5.00%
12	<b>Buy new band uniforms</b>	62	135	3	200	31.00%	67.50%
13	<b>Join the Technology Fair</b>	113	69	18	200	56.50%	34.50%

20. Create a 3-D pie chart to contrast the number of votes in favor, the number against, and the number undecided for the following issues: Soda machines; Grade level news papers; and new band uniforms. Be sure your legends display. Place the charts to the right of the spreadsheet in columns G through K as shown below.
21. Save the spreadsheet as Class Poll.
22. Change page orientation to landscape.
23. Print the document to hand in.

Sample Finished Spreadsheet

Class Poll						
Issue	In Favor	Against	Undecided	Total Votes	%Pro	%Con
Soda machines on School Grounds	105	88	7	200	52.50%	44.00%
Seatbelts on buses	75	112	13	200	37.50%	56.00%
More school dances	160	35	5	200	80.00%	17.50%
Create a new pep club	129	62	9	200	64.50%	31.00%
Grade level newspaper	188	10	2	200	94.00%	5.00%
Morning announcements on TV	162	35	3	200	81.00%	17.50%
Mandatory study hall	24	169	7	200	12.00%	84.50%
Additional time between classes	188	10	2	200	94.00%	5.00%
Buy new band uniforms	62	135	3	200	31.00%	67.50%
Join the Technology Fair	113	69	18	200	56.50%	34.50%

