

CELEBRITY SEARCHES

Activity Overview

Most people are quite familiar with Internet search engines. Yahoo!® one of the most popular search engines on the Web, allows users to find content within a specific criteria. Each year, Yahoo!® publishes the top searches its users made in many categories. Looking back at these lists can give anyone a sense of what was popular and in the news for the given year. Since the lists cover everything from celebrities and news to sports and entertainment, a fact seeker or trivia buff will never be without accurate data on what Internet users were looking for.

The following activity illustrates how spreadsheets can be used to list the top celebrity Internet searches made by Yahoo!® users.

In this activity, you will practice how to:

1. Merge cells in a spreadsheet.
2. Insert page footer.

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. Use AutoFill to complete the number sequence in column A.
4. Format the width of column A to 6.0 and center align.
5. Format the width of column B to 28.0 and left align.
6. Format the width of columns C and D to 14.0 and right align.
7. Merge and center the text that is shown in cells B1 and B2 across columns B, C, and D.
8. Insert a header that shows:
 - a. Left Section Activity 17-Student Name
 - b. Center Section CELEBRITY SEARCHES
 - c. Right Section Current Date

9. Insert a footer that shows:
 - a. Center Section PAGE number
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as CELEBRITY SEARCHES.
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.
14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.

ACTIVITY 17: CELEBRITY SEARCHES DATA SPREADSHEET

	A	B	C	D
1		Celebrity Top Yahoo! Searches		
2		2005		
3				
4		Overall	Female	Male
5	1	Britney Spears	Britney Spears	50 Cent
6	2	50 Cent	Mariah Carey	Eminem
7		Mariah Carey	Jessica Simpson	Usher
8		Jessica Simpson	Paris Hilton	Nelly
9		Paris Hilton	Ciara	R. Kelly
10		Eminem	Lindsay Lohan	Bow Wow
11		Ciara	Jennifer Lopez	Michael Jackson
12		Lindsay Lohan	Kelly Clarkson	Howard Stern
13		Jennifer Lopez	Hilary Duff	The Game
14		Kelly Clarkson	Shakira	Mike Jones