

Recipes

Activity Overview

Assume that you are a culinary arts student. Your teacher has asked you to search the Internet for cookie and brownie recipes. She then asks you to type them up so you can distribute them to your classmates. You decide to type them using Microsoft Excel®. You notice that every time you type "½," Microsoft Excel® changes it to "2-Jan."

The following activity illustrates how spreadsheets can be used to format cells as fractions.

In this activity, you will practice how to:

1. *Format cells as fractions.*

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, A6, and A20 and change the font size to 16 point.
4. Bold and underline rows 8 and 22.
5. Format the width of column A to 36.0.
6. Format the width of columns B and C to 16.0 and center align.
7. Format column B as fractions, up to one digit.
8. Carefully proofread your work for accuracy.
9. Save the spreadsheet as RECIPES.
10. Analyze the changes made to the data in the spreadsheet.
11. Set the Print Area to include all cells containing data in the spreadsheet.
12. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
13. Print a copy of the spreadsheet if required by your instructor.

	A	B	C
1	Activity 29 Student Name		
2	RECIPES		
3			
4			
5			
6	Chocolate Chip Cookies		
7			
8	INGREDIENTS	AMOUNT	MEASUREMENT
9	flour	2.25	cup
10	baking soda	1	teaspoon
11	margarine	0.5	cup
12	white sugar	0.25	cup
13	light brown sugar	0.75	cup
14	vanilla extract	1	teaspoon
15	package instant vanilla pudding mix	3.5	ounce
16	eggs	2	large
17	chocolate chips	1.5	cup
18			
19			
20	Blondie Brownies		
21			
22	INGREDIENTS	AMOUNT	MEASUREMENT
23	shortening	0.5	cup
24	milk	1.5	tablespoon
25	brown sugar	0.5	cup
26	egg	1	large
27	flour	1.5	cup
28	baking powder	0.5	teaspoon
29	salt	0.125	teaspoon
30	vanilla extract	1	teaspoon
31	chopped walnuts	0.5	cup