

# TOP 10 DVDs

## Activity Overview

The retail market for DVDs has skyrocketed in the last few years. One of the country's premier booksellers, Barnes & Noble® has joined the DVD business. Barnes & Noble® (www.bn.com), the Internet's largest bookseller, now offers over 40,000 DVD titles. The customer-friendly Web site has become a favorite among movie lovers and offers discounts on many titles. They offer affordable shipping charges and even provide same day shipping to many cities within the U.S.

The following activity illustrates how spreadsheets can be used to list the top 10 bestselling DVDs for a major retailer.

*In this activity, you will practice how to:*

1. *Insert columns.*
2. *Move columns.*

## 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 cell A1 and change the font size to 18 point.
4. Bold cell A2 and change the font size to 14 point
5. Format the width of column A to 10.0 and left align.
6. Format the width of column B to 25.0 and left align.
7. Center align, bold, and underline row 4.
8. Format the width of columns C - G to 15.0.
9. Format cells C5 - C14 as dates showing mm/dd/yyyy.
10. Use the AutoFill feature to complete the numbering sequence in column A to RANK the movies.
11. Compute the formulas for the first movie as follows:
  - a. B&N DISCOUNT=LIST PRICE\*30% -> In cell E5,type =D5\*30%
  - b. B&N PRICE=LIST PRICE-B&N DISCOUNT -> In cell F5,type =D5-E5
12. Use the AutoFill feature to copy the formulas down for the remaining movies.

13. Insert a column between column B, TITLE, and column C, RELEASE DATE. Then, move the RATING column to the newly created column. The RATING data should now be in column C.
14. Format columns E - G as currency displaying 2 decimal places and the \$ symbol.
15. Insert a header that shows:
  - a. Left Section Activity 33-Student Name
  - b. Center Section TOP 10 DVDS
  - c. Right Section Current Date
16. Insert a footer that shows:
  - a. Center Section PAGE number
17. Display formulas in your spreadsheet by using <?CTRL> +x to check for accuracy.
18. Carefully proofread your work for accuracy.
19. Save the spreadsheet as TOP 10 DVDS.
20. Analyze the changes made to the data in the spreadsheet.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape.
23. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E		G
1	<b>Top 10 DVD Bestsellers</b>						
2	<b>Barnes &amp; Moble</b>						
3							
4	<b>RANK</b>	<b>TITLE</b>	<b>RELEASE DATE</b>	<b>LIST PRICE</b>	<b>B&amp;N DISCOUNT</b>	<b>B&amp;N PRICE</b>	<b>RATING</b>
5		The Princess Bride	9/4/1901	14.9			G
6		Must Love Dogs	12/20/1905	14.9			PG-13
7		My Big Fat Greek Wedding	2/11/1903	14.9			PG
8		Shakespeare in Love	12/7/1999	14.9			R
9		Love Actually	4/27/1904	14.9			R
10		The Chronicles of Narnia	4/4/1906	27.9			PG
11		Strictly Ballroom	3/19/1902	14.9			PG
12		The Very Hungry Caterpillar	1/3/1906	14.9			NR
13		The Matrix	9/21/1999	14.9			R
14		Emma	1/5/1999	14.9			PG