



Technology Applications Virtual Learning

# Top 10 Schools

April 30, 2020



# 8th Grade Technology Applications

## Lesson: April 30, 2020

### **Objective/Learning Target:**

I can create a spreadsheet containing a list of colleges with information and a hyperlink for each college.



## **Getting Started:**

**You have decided on a college major, Marketing. The next step is to narrow down the colleges and universities you would like to research before selecting the one that is best for you. To help organize your research, you want to create a spreadsheet that includes web site links to the top colleges for the major you have selected.**

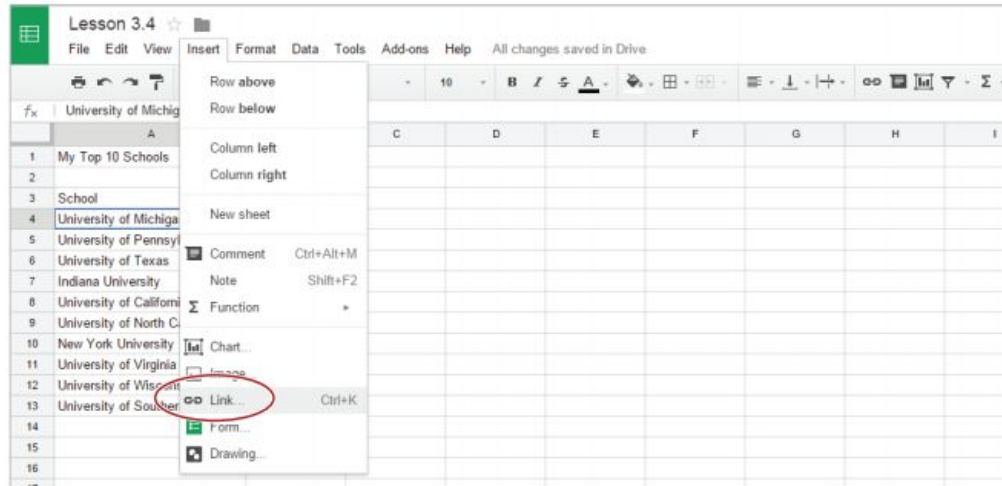
## Practice:

1. Create a new google sheet and insert the data shown below. **Bold Row 3.**

	A	B	C	D
1	My Top 10 Schools			
2				
3	School	Location		
4	University of Michigan	Ann Arbor, MI		
5	University of Pennsylvania	Philadelphia, PA		
6	University of Texas	Austin, TX		
7	Indiana University	Bloomington, IN		
8	University of California	Berkeley, CA		
9	University of North Carolina	Chapel Hill, NC		
10	New York University	New York, NY		
11	University of Virginia	Charlottesville, VA		
12	University of Wisconsin	Madison, WI		
13	University of Southern California	Los Angeles, CA		
14				

## Practice:

2. Insert a Link. To insert a hyperlink for quick access to a web page, do the following:
3. In cell A4, from the Insert menu, select Link.





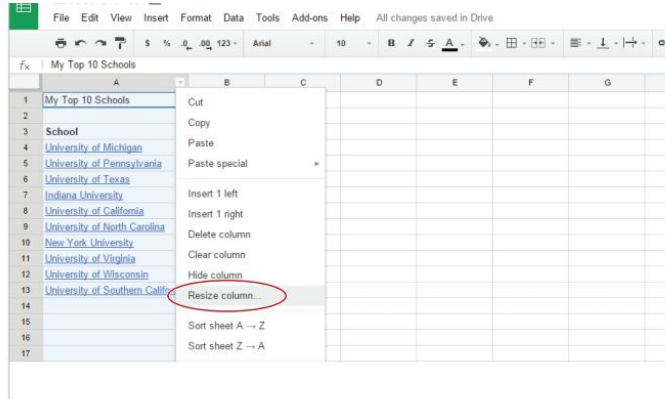
## Practice:

5. Continue adding hyperlinks to the list of colleges in column A, using the web site addresses in the table below.

University of Pennsylvania	<a href="http://www.upenn.edu">www.upenn.edu</a>
University of Texas	<a href="http://www.utexas.edu">www.utexas.edu</a>
Indiana University	<a href="http://www.iu.edu">www.iu.edu</a>
University of California	<a href="http://www.berkeley.edu">www.berkeley.edu</a>
University of North Carolina	<a href="http://www.unc.edu">www.unc.edu</a>
New York University	<a href="http://www.nyu.edu">www.nyu.edu</a>
University of Virginia	<a href="http://www.virginia.edu">www.virginia.edu</a>
University of Wisconsin	<a href="http://www.wisc.edu">www.wisc.edu</a>
University of Southern California	<a href="http://www.usc.edu">www.usc.edu</a>

## Practice:

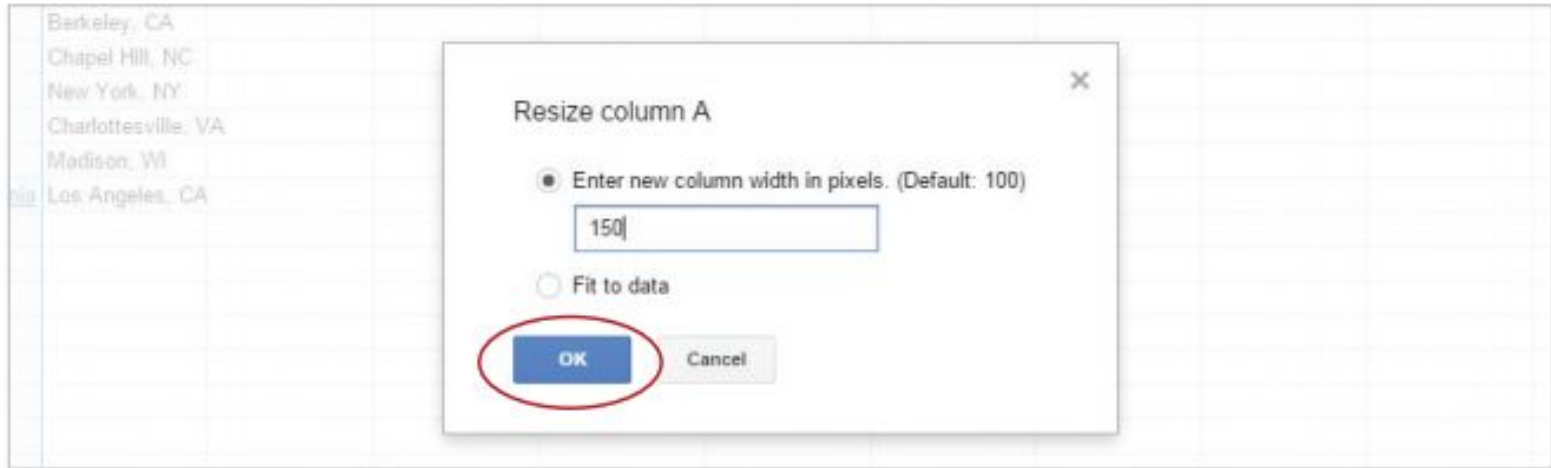
5. **Format Column Width.** To resize a column to a specific number of pixels, do the following:
6. Place your cursor over column heading A until the drop-down arrow appears, click the arrow, then select **Resize column.**





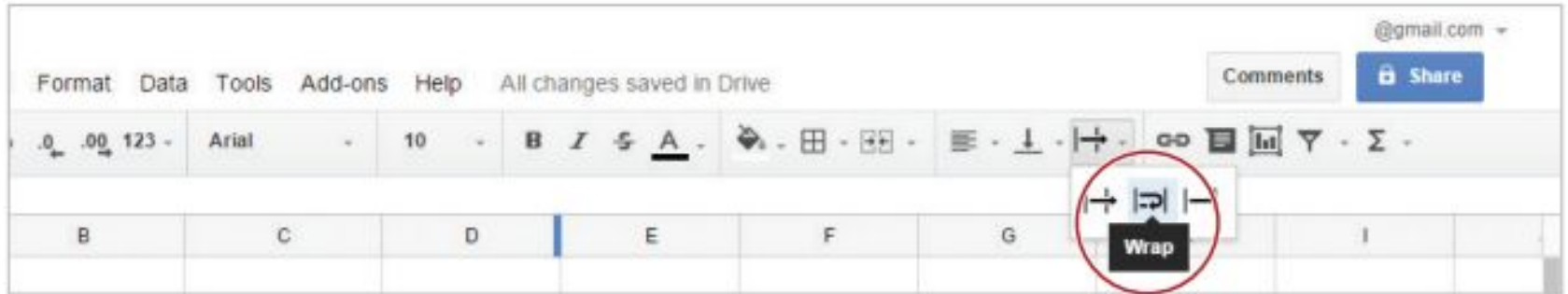
## Practice:

7. In the Resize column A dialog box, enter 150 for your new column width, then click OK.



## Practice:

8. Use Text Wrap. For data to be displayed on multiple lines within a cell, select cells A4-A13, then from the Text Wrapping drop-down menu, select Wrap.



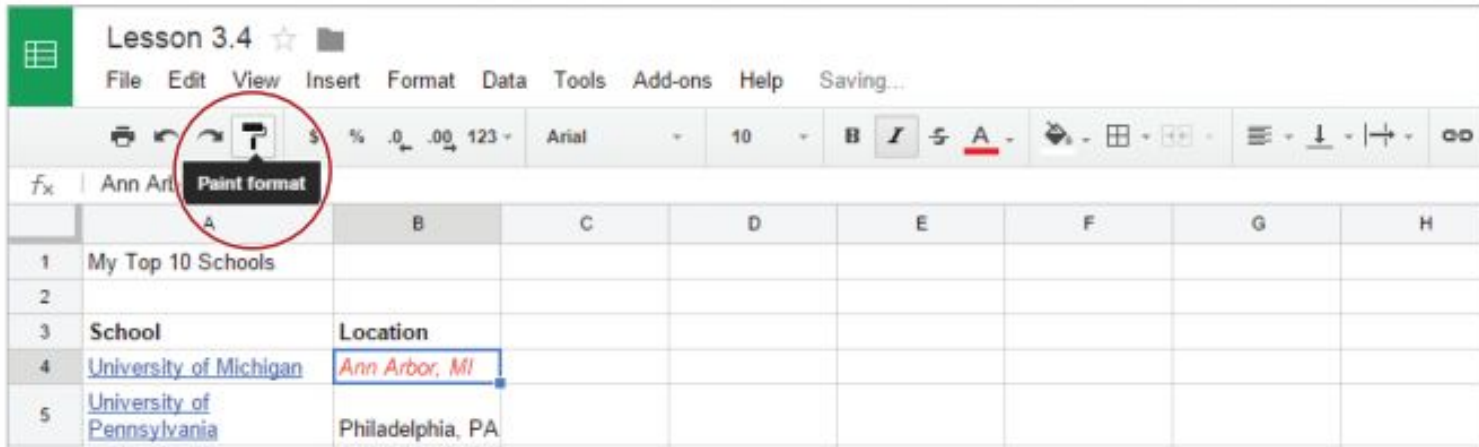
## Practice:

9. Italicize and change the font color of cell B4 to red.

2		
3	<b>School</b>	<b>Location</b>
4	<u>University of Michigan</u>	<i>Ann Arbor, MI</i>
5	<u>University of Pennsylvania</u>	Philadelphia, PA

## Practice:

10. Use Paint Format. To replicate existing formatting to other data in a spreadsheet, do the following:
11. With cell B4 still selected, click the Paint format icon.



The screenshot shows a spreadsheet application window titled "Lesson 3.4". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and Saving... The ribbon contains various icons for formatting, with the "Paint format" icon (a paintbrush) circled in red. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	My Top 10 Schools							
2								
3	School	Location						
4	<a href="#">University of Michigan</a>	<a href="#">Ann Arbor, MI</a>						
5	<a href="#">University of Pennsylvania</a>	Philadelphia, PA						



## Practice:

12. Select cells B5-B13. All of the school locations should now be italics and red.
13. Bold and increase the font size of cell A1 to 18.
14. Proofread your spreadsheet for accuracy and format.



## **Self-Assessment:**

**Create a rubric that could be used to assess this assignment.**

**Use the rubric to check to see if you completed everything.**



## **Additional Practice:**

**Add more colleges to the list and create links for them or create your own list.**