**Digital Skills Readiness for Postsecondary Assessment 2021**

**Instructions for Students**

**MS Excel Task Version B – College Enrollments**

**Overview:**

* Follow the detailed instructions below to complete the task.
* Do not complete Part B unless you and your facilitator have decided you should do so.
* Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
* You will not receive a score or grade on this assessment. Instead, you’ll receive a checklist identifying your skills and your skill gaps related to this task.
* **Remember to save your work frequently!**

**Creating an Excel Workbook**

1. Open the *Excel Task* workbookfile that your instructor provided.
2. Rename the workbook **College\_ Enrollment\_[yourfirstname\_yourlastname]**
3. Create a folder on your [desktop/USB/cloud] and name the folder **Excel\_Task\_VB\_[yourfirstname\_yourlastname]***.*
4. Save your Excel workbook in the folder you created.
5. Note that the instructions contained below and on the following pages are also included in the **College\_ Enrollment** workbook on the tabs named “Instructions Part A” and “Instructions Part B”.

**Part A Instructions**

* + Open the **College\_Enrollment** workbook file you just created.
	+ The worksheet called "**Data Part A**" contains a list of college programs and their approximate student enrollment numbers over several years.
	+ Follow the steps below to edit the information on the **"Data Part A"** worksheet.

|  |
| --- |
| 1. Label cell L1 "2019".
 |
| 1. Alphabetize the programs and its data in cells A14 through A23.
2. Copy the data from cells B14 through B23 into cells L2 through L11.
 |
| 1. Delete the data in cells A14 through B23.
 |
| 1. In cell A12, type in "Yearly Enrollments" and make it bold.
 |
| 1. Use the Autosum function to calculate the enrollment totals for each year in row 12.
 |
| 1. In cell M1, type in "Total" and make it bold.
 |
| 1. Use the Autosum function to calculate the enrollment totals **for each program** in column M, and also for cell M12.
 |

|  |
| --- |
| 1. Insert a blank column to the left of column M.
 |
| 1. In cell A14, type in "Average Enrollment Number" and make it bold.
 |
| 1. In cell B14, use the Average function to calculate the 2009 average enrollment for the programs listed.
 |
| 1. Copy the Average formula into cells C14 through L14.
 |
| 1. Format all values in row 14 to the nearest whole number (no decimals).
 |
| 1. Insert a row at the top of the data set.
 |
| 1. Type in the title "College Program Enrollments 2009 to 2019".
 |
| 1. Merge and centre the title from A1 to N1.
 |
| 1. Format the title in bold, 14 point.
 |
| 1. Use green fill colour in the title cell (A1).
 |
| 1. Use green fill colour in column N from cells N2 to N12.
 |
| 1. Use green fill colour in row 13 from cells A13 to N13.
 |
| 1. Insert gridlines on all cells from A2 to N15 so that they show when printing.
 |
| 1. Insert a thick border around the outside of the data set, from cells A1 to N15.
 |
| 1. Insert a 3-D pie chart for the enrollment data and programs **for 2009 only**. Do not include any "Total" or "Average" data in the pie chart.
 |
| 1. Make the title of the pie chart "College Program Enrollments 2009".
 |
| 1. Insert data labels on the pie chart on the outside end to show the number of students enrolled in each program.
 |
| 1. Include a legend on the pie chart at the bottom.
 |
| 1. Move the pie chart so that it is underneath the data set.
 |
| 1. Insert a header (centred) in the worksheet showing the filename.
 |
| 1. Insert a footer (centred) in the worksheet showing the date.
 |
| 1. Set up your workbook to print using landscape orientation.
 |
| 1. Include print settings for narrow margins to fit all data on one page.
 |
| 1. Change the label on the "Data Part A" tab (at the bottom of the screen) to "Completed Data Part A".
 |
| 1. Save your file one last time.
 |

**Final Steps for Part A**

* + Check over your work.
	+ Follow instructions from your facilitator to submit your completed *College\_Enrollment* workbook file.

**See next page for Part B instructions if you and your instructor have agreed that you will complete Part B.**

**Part B Instructions**

* + Complete Part B only if your instructor has indicated that you should do so.
	+ Use the *College\_Enrollment* workbook file you just created in Part A.
	+ Follow the steps below.
	+ **Remember to save your work frequently!**

|  |
| --- |
| 1. Make a copy of your worksheet "Complete Data Part A" and insert it at the end of the existing worksheets.
 |
| 1. Rename the copied worksheet "Complete Data Part B".
 |
| 1. Delete the pie chart from your "Complete Data Part B" worksheet.
 |
| 1. Insert a 2-D column chart using the enrollment data only (not totals) for all programs from 2009 to 2012.
 |
| 1. Make the chart title "College Program Enrollment 2009-2012".
 |
| 1. Label the vertical axis "Number of Students”. Make bold.
 |
| 1. Label the horizontal axis "Program". Make bold.
 |
| 1. Use a legend with labels for the years 2009 to 2012.
 |
| 1. Delete the contents of cell E9.
 |
| 1. In cell E9, insert a cell reference for the same cell (E9) from the worksheet "Complete Data Part A".
 |
| 1. In cell E9, change the fill colour to green.
 |
| 1. In cell M2, type ">350".
 |
| 1. Use an IF function in column M to determine if the 2019 enrollment data in column L is above or below 350 students. (Do not include the "Total" or "Average" value from column L.)
 |
| 1. Use "Yes" or "No" for the values to return in the IF function in column M.
 |
| 1. Centre the data in cells M3 through M12.
 |
| 1. Set up your workbook to print using landscape orientation.
 |
| 1. Include print settings for narrow margins, and to fit all data on one page.
 |
| 1. Save your file one last time.
 |

**Final Steps for Part B**

* + Check over your work.
	+ Follow instructions from your facilitator to submit your completed *College\_Enrollment* workbook file.