**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.

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| 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. |

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| 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!**

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| 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.