

# 1

## Social Networking

### New Skills

1. Enter data in a spreadsheet.
2. Identify cell addresses by placing the cursor in a specified cell address.
3. Save a spreadsheet.
4. Set the print area of a spreadsheet.

### Activity Overview

Through social networking, people can use networks of online friends and group memberships to keep in touch with current friends, reconnect with old friends, or create new friendships through similar interests or groups. Besides establishing important social relationships, social networking members can share their interests with other like-minded members by joining groups and forums. Some networking can also help members find a job or establish business contacts.

The following activity illustrates how spreadsheets can be used to log data to track social network results. In this spreadsheet, the top five social networking sites are listed, and the average age of users is documented.

### Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

**NEW SKILL** ►

2. Type the data as shown. Notice how the cell address changes with each new entry.

3. Carefully proofread your work for accuracy.

**NEW SKILL** ►

4. Save the spreadsheet as SOCIAL NETWORKING.

**NEW SKILL** ►

5. Set the Print Area of the spreadsheet to include cells A1 – D12.

6. Print a copy of the spreadsheet if required by your instructor.

