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American Top 40 Music

New Skills

1. Align cell data to left, right, and center positions.
2. Print preview to adjust setup so the spreadsheet fits on one page.

Activity Overview

AT40.com is a music Web site where people can find the latest top ten songs of the week and obtain information about various music artists. The top ten songs of the week are listed as well as the previous week's ranking for the same songs. American Top 40 also provides its Web site visitors with detailed entertainment news.

The following activity illustrates how spreadsheets can be used to organize the top ten songs of the current and the previous week. In this activity, you will be practicing how to align data in columns to make the spreadsheet easier to read.

Instructions

1. Create a NEW spreadsheet.
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Center align the data in cells A6 – B18.
4. Right align the data in cells C6 – C18.
5. Left align the data in cells D8 – F18.
6. Carefully proofread your work for accuracy.
7. Save the spreadsheet as AMERICAN TOP 40 MUSIC.
8. Analyze the changes made to the data in the spreadsheet.
9. Set the Print Area to include all cells containing data in the spreadsheet.
10. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
11. Print a copy of the spreadsheet if required by your instructor.

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