

# Activity 1: FBLA CLUB MEMBERS

## Activity Overview:

Future Business Leaders of America is a non-profit education association of students preparing for careers in business and business related fields. The following activity illustrates how spreadsheets can be used to list club members and then alphabetize them.

## Instructions:

### New Skills Reinforced:

In this activity, you will practice how to:

1. change column width and format text.
2. sort data in ascending order (A-Z).
3. use AutoComplete and AutoFill features.
4. change page setup options.
5. rename and delete sheets.



### NEW SKILL

1. **Open** FBLA CLUB MEMBERS from the Excel Student Files located on the Shared on Drive.
2. **Save** as FBLA CLUB MEMBERS Firstname Lastname to your Computer 8 folder.
3. **Bold** cells A1 and A5.
4. **Bold** and **underline** cells A8 – I8.
5. **Insert** the missing data into columns E, G, and H as shown in Figure 1-1 on the following page. Use the **AutoComplete** feature when inserting text to save you time.
6. Format the **width** and **alignment** of the following columns:
  - a. Column A to 6.0
  - b. Column B and C to 12.0
  - c. Column D to 10.0
  - d. Column E to 14.0
  - e. Column F to 24.0
  - f. Column G to 16.0
  - g. Columns H and I to 10.0
  - h. Center columns D, H, and I. Select the ENTIRE column.
  - i. Left align column A
7. Do a **Custom Sort** to alphabetize students by their last names. Select cells B9 – I28 and **sort** in **Ascending** order (A-Z). Use the column labeled “**LAST**” to Sort by.
8. Use the **AutoFill** feature to complete the series of numbers in column A. Cells A9 – A28 should be filled to complete the number sequence.
9. Change page setup settings as follows:
  - a. Print **Gridlines**.
  - b. **Horizontally** and **Vertically center**.
  - c. Change the page orientation to **Landscape**.
  - d. Insert a Custom **Header**:  
Left section: Your Name  
Center section: FBLA  
Right section: Today’s Date
10. **Rename** Sheet 1 to FBLA and **Delete** Sheet 2 and 3.
11. **Print Preview** your spreadsheet to view your header and make sure it fits on one page.
12. **Save a copy of your worksheet to your Tech Apps folder and Excel subfolder**



### NEW SKILL



### NEW SKILL