

Excel Assignment 3 - Scavenger Hunt

- 1 Use the internet to locate information.
- 2 Open an Excel document.
- 3 Enter your first and last name and your class period in cell A1 and resize the cell to fit.
- 4 In cell B2, enter the height of the Empire State Building in meters.
- 5 Enter the height of the Empire State Building rounded to the nearest foot in cell C2.
- 6 Autosum the numbers in B2 and C2 in cell D2.
- 7 Divide the number in cell D2 by 5 using a formula.
- 8 In cell B3 enter the height in feet of the world's tallest building (Hint: it's in Dubai).
- 9 In Cell C3, subtract the number of stories in that building from the number in B2 using a formula.
- 10 In cell B4, list the length of the Nile River in miles.
- 11 Format the number in B4 to be in dollars to 2 decimal places.
- 12 In cell D2, enter how high Niagara Falls is in feet at the highest point.
- 13 In cell D3 enter the feet in meters.
- 14 In D4, Add the heights in D2 and D3 together using Autosum.
- 15 In C4 enter the total yards for the longest kickoff return in NFL history.
- 16 Total all three numbers in column B and C and put each column total in B8, C8.
- 17 Drag the number in C4 through C7.
- 18 In B5 enter the average speed of the fastest land animal rounded to the nearest 10.
- 19 Change the number in B4 back to a number with no decimal places.
- 20 In B6 enter the height of the world's tallest man rounded to the nearest inch.
- 21 Total the numbers in B5 and C5 in D6.
- 22 Enter the total number of rows from versions before MS Excel 2007 in cellD7.
- 23 Enter the total number of rows in Excel 2007 in D8.
- 24 In D6, Multiply the numbers in B6 and C6.
- 25 In cell B7, add the numbers in D3, C4, and C6.
- 26 Format the numbers into currency.
- 27 Put a \$ in each box.
- 28 Put a border inside and outside of the numbers.
- 29 In cell B11, enter the longest field goal in NFL history.
- 30 In cell C11, enter the fastest pitch in MLB history.
- 31 Write an "If" statement in B13 for the field goal and D11 for the pitch to show that the records from these last 2 are "as of September 29, 2010"; otherwise it is a "new record".
- 32 Change the numbers in B13 to 65 and D11 to 107 to make sure they work.
- 33 Merge and center C13 and D13.
- 34 Enter, "It can be done!"
- 35 Save as yourlastname_scavenger_hunt into Semester 1 folder.

Your teacher will tell you how to turn it in.