

Family and Friends Data Tables

Step 1 Create a template table.

- a. Open an excel spreadsheet sheet save it as "Telephone List".
- b. Double click on the bottom tab that says sheet 1, rename it "Template".
- c.

Step 2 Choose 2 of the following.

- a. Create a **friends data table** for at least 10 friends, include at *least* 5 of the following categories. The data table must be sorted by last name, ascending order/alphabetically.
 - Last name
 - First name
 - Telephone number
 - Town
 - State
 - e-mail address
 - AOL instant messenger buddy name
- b. Create a **family data table** for at least 10 family members; include at *least* 5 of the following categories including birthdays. The data table must be sorted by birthday (month, day). ascending order/numerically.
- c. Last name
 - First name
 - Telephone number
 - Town
 - State
 - e-mail address
 - Birthday

Or

- c. Create a **Baseball data table** for (2) baseball teams, (10) PLAYERS EACH, include at *least* the following categories. The data table must be sorted alphabetically and by birth date, (year, month, day).

- Last name
- First name
- Birth date*
- Hometown and state
- Games played in 2004
- At bats
- Hits
- Runs
- RBIs
- Batting average (w/formula H/AB)

*Look up on the web after all data entry is complete.

<http://www.baseball-reference.com>

Required formatting

Step 2 Export Data table to MS Word

- Use paste Special command to insert your completed data table into Word.
- Use the formatting features to create a finished document.
- Use colors, backgrounds, graphics etc. to enhance your data table.

70% of Grade

1. *Title of document centered above the Data table size 18 - 36.
2. All categories named, with text centered, cells large enough to accept all data.
3. Your name and date in footer.
4. You may be as creative as you wish with colors, graphics, maybe even your picture.

30% of Grade

1. Creative use of color, graphic design, and use of photos etc.
2. Insertion of chart in a Word document.