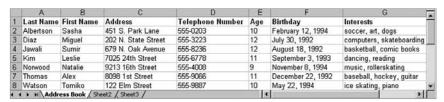# Address Book

How do people keep track of the names, addresses, and telephone numbers of people who live in their communities? One way is to put contact information in an address book. Have you seen an address book? What does one look like? How are the names, addresses, and telephone numbers organized? How might you use a computer to make an address book?

✏ Plan It

Make an electronic address book as a spreadsheet that you can add information to and use to quickly find the names and numbers you need. Look at the following example:

	A	B	C	D	E	F	G
1	Last Name	First Name	Address	Telephone Number	Age	Birthday	Interests
2	Albertson	Sasha	451 S. Park Lane	555-0203	10	February 12, 1994	soccer, art, dogs
3	Diaz	Miguel	202 N. State Street	555-3223	12	July 30, 1992	computers, skateboarding
4	Jawali	Sumir	679 N. Oak Avenue	555-8236	12	August 18, 1992	basketball, comic books
5	Kim	Leslie	7025 24th Street	555-6778	11	September 3, 1993	dancing, reading
6	Norwood	Natalie	9213 16th Street	555-4008	9	November 8, 1994	music, rollerskating
7	Thomas	Alex	8098 1st Street	555-9066	11	December 22, 1992	baseball, hockey, guitar
8	Watson	Tomiko	122 Elm Street	555-9887	10	May 22, 1994	ice skating, piano

Address Book / Sheet2 / Sheet3 /

Address Book Example

Think about the following questions, and discuss your ideas with your partner. You might want to write your ideas on a sheet of paper.

- Whose information would you like to add to your address book? You might want to include friends and family members, your classmates, and yourselves.

- What kind of information would you like to keep track of? Do you want to list people's first and last names? How about their addresses and telephone numbers? Do you want to keep track of their ages, birthdays, or interests?

- How might you organize the information in columns and rows? What labels might you use for certain types of information?

- Fill in as much information as you can about each person in your address book. You can ask your classmates to give you any information you do not know, and if you do not know the address, telephone number, and other information about someone who is not in your class, that is okay. You can always get the information later and then add it to the address book.

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Spreadsheets Group 1:** Getting to Know the Spreadsheet Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)

- **Spreadsheets Group 2:** Selecting Cells, Rows, and Columns

- **Spreadsheets Group 3:** Using Worksheets

- **Spreadsheets Group 4:** Adding and Working with Information

- **Spreadsheets Group 5:** Changing the Look of Information and Worksheets

- **Spreadsheets Group 6:** Organizing Information

Do It

1. Start the spreadsheet software, and open a new, blank spreadsheet.

2. Change the name of the Sheet 1 tab to Address Book.

3. In the cells in row 1, type column labels that describe the different types of information you want to include in your address book. Some good ideas for column labels are Last Name, First Name, Address, Telephone Number, Age, Birthday, and Interests. However, you can use any labels that you want.

4. Change the look of the column labels, and if needed, make the columns wider.

5. Type in the personal information about yourself, your partner, your class-mates, and the other people you want to include in your address book. Just add the information that you have for now. You can always add any missing information later.

> **Challenge:** If you have included any dates in your address book, pick one of the date formats to change the look of the information. (For help, see Spreadsheets Skill 4.10: To change the look of dates.) (See the Address Book Challenge Example at the end of this section.)

6. Change the look of the information you typed, and if needed, make the columns wider.

> **Challenge:** To make the information in your address book stand out, you might want to change the cell borders or add different fill colors to each column of information. (For help, see Spreadsheets Skill 5.8: To add borders to cells, rows, columns, and worksheets, and Spreadsheets Skill 5.9: To add background color or shading to cells, rows, or columns.) (See the Address Book Challenge Example.)

7. Sort the rows in ascending alphabetical order according to the last name of the people in your address book. (For help, see Spreadsheets Skill 6.7: To sort or change the order of rows based on certain information.)

8. Save your work as directed.

	A	B	C	D	E	F	G
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Address Book / Sheet2 / Sheet3 /

Address Book Challenge Example

Review It

Look over your address book. Make sure it has the following elements:

- Renamed worksheet tab that describes what type of information is on the worksheet

- Column labels that explain the type of information found in the cells below

- As much information as you know about the people you want to include in your address book

- Rows arranged in alphabetical order based on the last names of the people in the address book

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- Why might people find an electronic address book helpful?

- What were some steps you took to make the information easy to read?

- What other names or types of information might you want to add to the address book later?

- Why might an electronic address book be better than a paper address book?