Create an Address Book

Do you want to create a digital address book? This will be a place for storing contact information (name, address, telephone number, email address and so forth) about people. In a business, you can make an address book for keeping a record of business colleagues or clients. Or, you can keep a listing of contact information for your friends and family.

Look at the following example:

	A	B	C	D	E	F
1	**Last Name**	**First Name**	**Address**	**Telephone Number**	**Birthday**	**Email**
2	Dietrich	Jacqueline A	147 River Drive	914-555-0180	11/1/1985	******@yahoo.com
3	Fanning	Kristen	277 Bronx River Road	973-555-0100	5/15/1967	********@gmail.com
4	Greener	Ashley	30929 Robinson Road	559-555-0111	7/22/1990	*******@gmail.com
5	Merriman	Andrew	2663 Menlo Avenue	323-555-0123	5/11/1987	******@hotmail.com
6	Roy	Valdez	2745 E 10th Street	916-555-0199	2/12/1970	**********@yahoo.com
7						

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Address Book Example

As in the example above, an Address Book created on the computer typically has:

- A worksheet that has been renamed to clearly label this as an Address Book

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

- Data that has been arranged in alphabetical order based on the last name of the people in the Address Book

Before you begin using the computer to create your address book, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create an Address Book

A. Name Your Tab Sheet

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

     For help, see Spreadsheet Skill 1.1: To start spreadsheets software

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

     For help, see Spreadsheet Skill 3.2: To give a worksheet a new name

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

     For help, see Spreadsheet Skill 1.8: To save a spreadsheet

Address Book

B. Add Column Headings to Your Worksheet

1. **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", "Birthday/Anniversary" and "Email". However, you should feel free to use any labels for the type of data that you want.

   For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

2. **Change the look of the column labels as you wish, and if needed, make the columns wider.**

   For help, see:

   Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

   Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

   Spreadsheet Skill 5.3: To change the style of words and numbers

   Spreadsheet Skill 5.4: To change the color of words and numbers

   Spreadsheet Skill 5.6: To change column width

3. **Save your work.**

C. Type in Personal Information

1. **Type in the personal information about the people you want to include in the address book.** Remember that it is okay if you do not know all the details of everyone, like address and telephone number. You can always add this information later.

   For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

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

   For help, see:

   Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

   Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

   Spreadsheet Skill 5.3: To change the style of words and numbers

   Spreadsheet Skill 5.4: To change the color of words and numbers

   Spreadsheet Skill 5.6: To change column width

3. **Save your work.**

D. Sort Information

1. **You can sort the data by any of the categories (last name, first name, birthday and so forth).** Most people sort data in an Address Book by arranging the data in ascending alphabetical order according to the last name of the people on the list.

   For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

2. **Save your work.**

E. Address Book Challenge (Optional)

1. **You can change how dates are formatted.** Notice how the dates in the Birthday column (column E) in the example below are displayed differently from how they appeared in the example at the top of this section. Try to change the look of that date information.

   For help, see Spreadsheet Skill 4.10: To change the look of date

2. **You can make the Address Book look more distinctive looking by changing the cell borders or adding different fill colors to each column of information.**

   For help, see:
   Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets
   Spreadsheet Skill 5.9: To add background color or shading to cells, rows, and columns

	A	B	C	D	E	F
1	Last Name	First Name	Address	Telephone Number	Birthday	Email
2	Dietrich	Jacqueline A	147 River Drive	914-555-0180	November 1, 1985	*****@yahoo.com
3	Fanning	Kristen	277 Bronx River Road	973-555-0100	May 15, 1967	*********@gmail.com
4	Greener	Ashley	30929 Robinson Road	559-555-0111	July 22, 1990	********@gmail.com
5	Merriman	Andrew	2663 Menlo Avenue	323-555-0123	May 11, 1987	*******@hotmail.com
6	Roy	Valdez	2745 E 10th Street	916-555-0199	February 12, 1970	*********@yahoo.com
7						

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Address Book Challenge Example

Review Your Work

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

- A renamed worksheet tab that explains what type of information is on the sheet

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

- Data, which is arranged in a way that will be most convenient for you to find your contacts. For most people, the rows are put in alphabetical order based on the last names.

If any elements are missing, add them to the worksheet now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Address Book

1. **Preview your address book before you print it. Set up the document so it prints sideways, or landscape**.

   For help, see:
   Spreadsheet Skill 1.2: To use the Menu (Ribbon) bar
   Spreadsheet Skill 1.3: To use the Standard (Quick Access) toolbar
   Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your address book.**

   For help, see Spreadsheet Skill 9.1: To print a worksheet

3. **To select more than one copy you want to print, click the up arrow in the Number of copies list**.

   Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list.

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. **Click OK or click Print**.