

# Student Enrollment

## Forecasting Data

### Overview

Wouldn't it be great to predict the future? Excel is a useful place to track trends in data. The software can even predict future trends. Based on the patterns in your selected data, Excel will apply an advanced algorithm to calculate expected results. Data is returned in a table on a new worksheet. The forecast function even provides a chart that expresses both the historical and predicted values.

### New Skills / TEKS

Creating a Forecast Worksheet

TEKS: 11.A.v

### Instructions

1. Create a new spreadsheet.
2. Use the default font and size of the spreadsheet software being used.
3. Type the data as shown in **Figure 7.43-A**.
4. Resize all columns so that all data is displayed.
5. Save the spreadsheet as **ENROLLMENT**.
6. Insert a blank row above row 3.
7. Merge and center cell A1 across columns A–B and increase the font to 16 point.
8. Merge and center cell A2 across columns A–B and increase the font to 12 point.
9. Bold and underline row 4.
10. Center align cells A4–B14.
11. Complete the years in column A using AutoFill through row 14.
12. Change the page orientation to landscape.
13. Select cells A5–B14 and create a Forecast Sheet.
14. Change the Forecast End to 2020.
15. Rename the new sheet as **Forecast through 2020**.
16. Move the chart beneath the table.
17. Adjust the page scaling to fit to one page.



In this lesson, you will create a forecast worksheet based on historical figures of post-secondary school enrollment.

18. Carefully proofread your work for accuracy.
19. Be sure any changes have been saved.
20. Print preview and be sure that all cells containing data will be included in printing. Adjust the print area if necessary.
21. Print a copy of the entire workbook if required by your instructor.

Figure 7.43-A

	A	B
1	Percentage of 18-24 year olds	
2	enrolled in degree granting institutions	
3	Year	% of 18-24 year olds enrolled
4	2005	39%
5	2006	37%
6		39%
7		40%
8		43%
9		41%
10		42%
11		41%
12		40%
13		40%