

# Career Cluster Comparison

*Directions:*

1. Open the *Career Cluster Comparison Student File* by clicking on the name of the file and downloading it and then clicking “Enable Editing”. This Microsoft® Excel workbook will be used to complete the tasks detailed in the *Project*.
2. Once you have the *Career Cluster Comparison Student File* open, save the workbook as Your Name- Career Cluster Comparison. For example, if your name is Whitney Huang the file would be named Whitney Huang- Career Cluster Comparison.
3. In column A, beginning in cell A3, enter the following bullets in the cells:
 

<ul style="list-style-type: none"> <li>• Agriculture, Food &amp; Natural Resources</li> <li>• Architecture &amp; Construction</li> <li>• Arts, A/V Technology &amp; Communications</li> <li>• Business Management &amp; Administration</li> <li>• Education &amp; Training</li> <li>• Finance</li> <li>• Government &amp; Public Administration</li> <li>• Health Science</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality &amp; Tourism</li> <li>• Human Services</li> <li>• Information Technology</li> <li>• Law, Public Safety, Corrections &amp; Security</li> <li>• Manufacturing</li> <li>• Marketing</li> <li>• Science, Technology, Engineering &amp; Mathematics</li> <li>• Transportation, Distribution &amp; Logistics</li> </ul>
--	---
4. In column B, beginning in cell B3, enter the following bullets in the cells:
 

<ul style="list-style-type: none"> <li>• 7</li> <li>• 3</li> <li>• 6</li> <li>• 5</li> <li>• 3</li> <li>• 5</li> <li>• 7</li> <li>• 5</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> <li>• 5</li> <li>• 4</li> <li>• 5</li> <li>• 6</li> <li>• 5</li> <li>• 2</li> <li>• 7</li> </ul>
--	--

# Career Cluster Comparison

5. In column C, beginning in cell C3, enter the following bullets in the cells:
- Hybrid Foods
  - Absolute Concrete
  - Atomsville Sun
  - Kinetic Insurance
  - Learning Lab
  - Ionic Credit Union
  - Atomic County Courthouse
  - Atomsville Hospital
  - Hospitality & Tourism
  - Permeability Salon & Day Spa
  - Spectrum
  - Atomsville Police Department
  - Origin
  - The Element Marketing Firm
  - H2Osmosis
  - Translocation Shipping
6. Make the column width of the cells fit the content in the cells in each column. Tip: Double-click the right-border of the column header to change the column width.
7. Center-align the data in the Number of Pathways column.
8. Change the data type of the information in the Cluster Name column and the Example Business column to Text.
9. Save the changes you have made to the workbook and submit it to your instructor.
- \*To see a sample of how your file should look, see below. Keep in mind this file has been edited and will appear smaller than a real spreadsheet.\***

	A	B	C
1	<b>Career Cluster Comparison</b>		
2	<b>Cluster Name</b>	<b>Number of Pathways</b>	<b>Example Business</b>
3	Agriculture, Food & Natural Resources	7	Hybrid Foods
4	Architecture & Construction	3	Absolute Concrete
5	Arts, A/V Technology & Communications	6	Atomsville Sun
6	Business Management & Administration	5	Kinetic Insurance
7	Education & Training	3	Learning Lab
8	Finance	5	Ionic Credit Union
9	Government & Public Administration	7	Atomic County Courthouse
10	Health Science	5	Atomsville Hospital
11	Hospitality & Tourism	4	Hospitality & Tourism
12	Human Services	5	Permeability Salon & Day Spa
13	Information Technology	4	Spectrum
14	Law, Public Safety, Corrections & Security	5	Atomsville Police Department
15	Manufacturing	6	Origin
16	Marketing	5	The Element Marketing Firm
17	Science, Technology, Engineering & Mathematics	2	H2Osmosis
18	Transportation, Distribution & Logistics	7	Translocation Shipping

# Rubric

Description	Points	Your Score
The submitted file is correctly named. (Student Name- Career Cluster Comparison)	5	
The correct text appears in column A beginning in cell A3.	20	
The correct text appears in column B beginning in cell B3.	20	
The correct text appears in column C beginning in cell C3.	20	
The column width fits the text in the cells.	10	
The data in the Number of Pathways column is center-aligned.	15	
The data type of the information in the Cluster Name and Example Business columns is set to Text.	10	
<b>Total Points</b>	<b>100</b>	

**Comments:**