Doing the Homework

Arts Organizations

An electronic spreadsheet or a hard-copy table is a great way to record the research. In both cases, abbreviations in the columns can be useful, but someone needs to know what those abbreviations mean. For this worksheet, one key to abbreviations can serve both an electronic spreadsheet and a hard-copy table.

To create a workbook similar to the ARtSites_2017 sheet in chapter 2, try these steps:

1. Open Microsoft Excel

2. Select Blank Workbook

3. Save workbook

4. Make titles for each column

   Column A: Institution
   Column B: .org

   Column C: .com
   Column D: Contact
   Column E: Title
   Column F: Email
   Column G: Opps
   Column H: Events

5. Save workbook again

Key:

Institution	name of Institution
.org	nonprofit website
.com	commercial website
Contact	name of contact
Title	title of contact
Email	email address
Opps	exhibition or work opportunities
Events	public events

Then fill in the columns and save the sheet when complete.

Not up for a spreadsheet? Feel free to use the table shown here.

Institution			
.org			
.com			
Contact			
Title			
Email			
Opps			
Events			