

Producing Graphs

Year 7 - Individual Skill Check

You should aim to produce a document as similar as possible to the one on the second page overleaf. You should work on your own with little help from staff or others, you may use the website though.

You should save your work frequently (ie every 5 minutes).

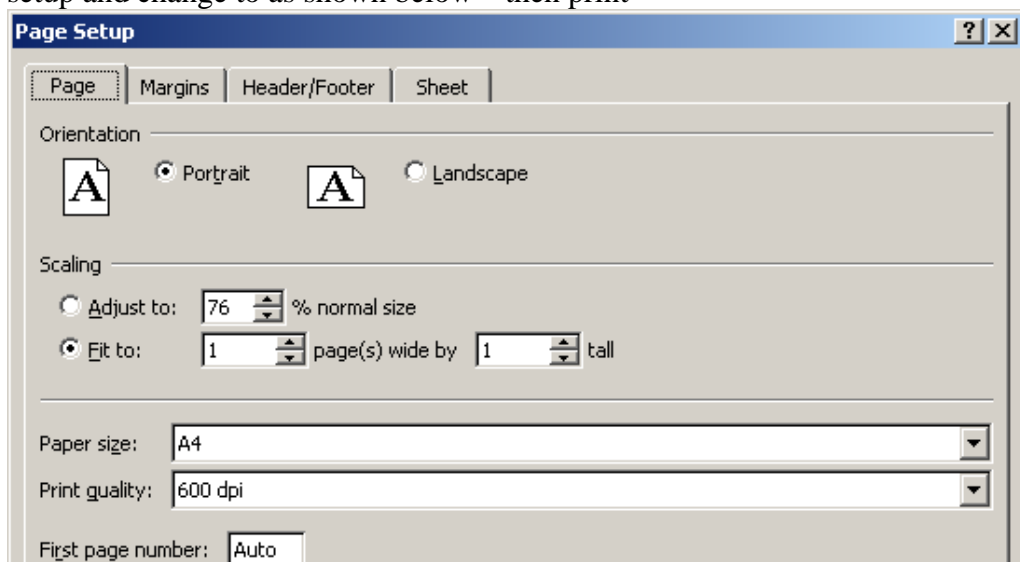
Your aim is to produce a document as similar as possible to the one below. To achieve this you need to complete the list of tasks below in the order given.

List of Tasks to be completed:

- Enter the headings and numeric values of the rainfall details
- Enter the sentence that includes your name in row 1 & about rainfall in row 2 – Centre merge and add a border.
- Enter the functions and formulae to calculate the “?” marks for total, minimum, maximum, highest, lowest and both averages
- Enter the formulae to calculate the number of entries for each country. **Do NOT** count the numbers yourself (0 Marks). Use the COUNTIF function.
- Shade and border the information – Use conditional formatting to shade the cells that contain UK & USA.
- Produce the 2 Bar Graphs
- Edit each graph so that it looks like those overleaf (No Legend, Gap of 10% – wide bars, The graduated fill is a light colour to the left and darker to the right. The line around is 1.5pt – Data values on top)
- Create the Pie Chart of Entries – Edit it as shown
- Create the Scattergraph of Spring & Winter
- Rearrange the layout so that it appears as shown.
- Check your work carefully.

At the End....

- Check your name is on your work.
- Save your document.
- Use Print preview to see if your work fits onto 1 page of A4. If not use Page setup and change to as shown below – then print

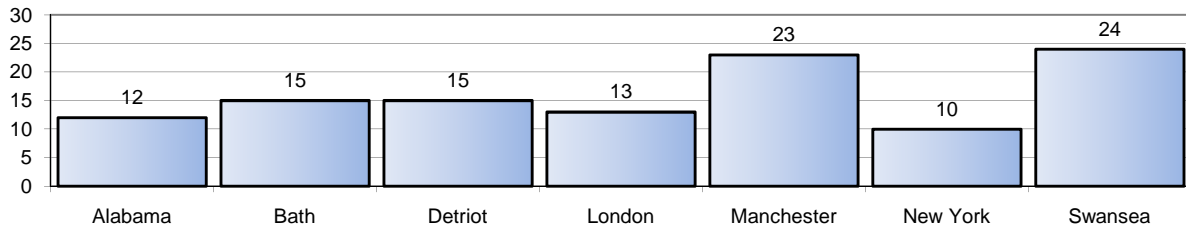


Your Name Here

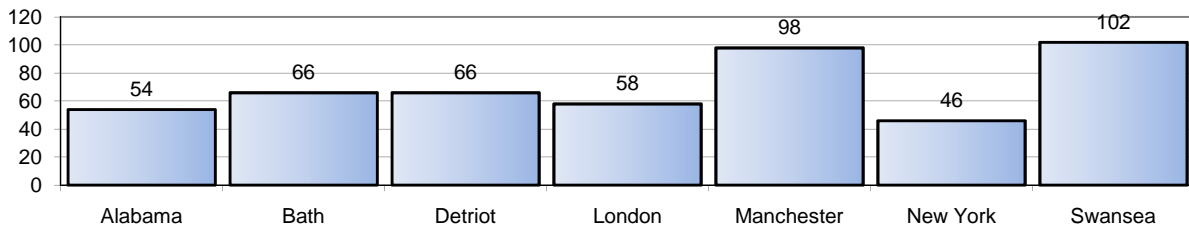
Total Rainfall measured in cms for 3 months in 1981

Location	Country	Total	Spr	Sum	Aut	Win	Average	Lowest	Highest
Alabama	USA	?	14	1	17	12	?	?	?
Bath	UK	?	13	8	16	19	?	?	?
Detroit	USA	?	17	5	16	18	?	?	?
London	UK	?	11	6	14	17	?	?	?
Manchester	UK	?	18	19	22	29	?	?	?
New York	USA	?	6	4	15	11	?	?	?
Swansea	UK	?	22	15	23	32	?	?	?
Minimum		?	?	?	?	?			Entries
Average		?	?	?	?	?			UK
Maximum		?	?	?	?	?			USA

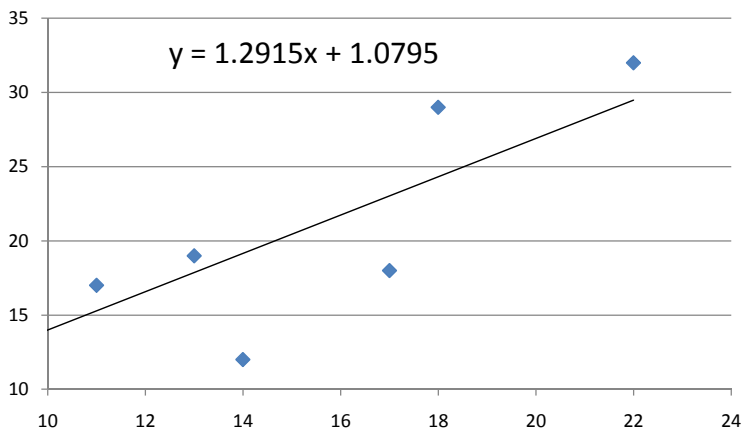
Average



Total



Spring & Winter



Entries

