

# Spread Sheet and Graphs

## Skills Check

The aim of this exercise is to put into practice all of the skills you have learned with excel this term. On the second page there are a few examples of what the table and graphs should look like. Please do your best to make them look as similar as possible! (NOTE the graphs are incorrect)

Please work through each of the tasks on your own and ask for help only when you really need to.

Please try and complete all the tasks to the best of your ability.

You should have the starter file Final-Excel-Lesson.xls to help you get going.

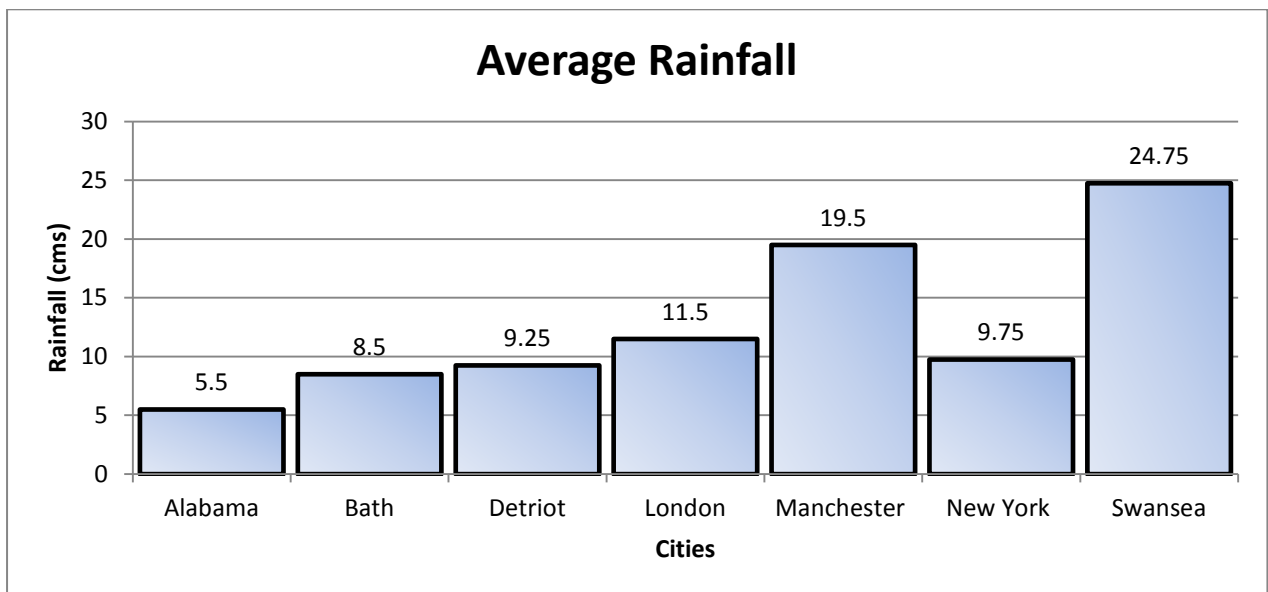
### List of tasks

- 1) Enter the sentence that includes your name in row 1 & about rainfall in row 2 –  
**Centre merge** and add a **border**.
- 2) Enter the functions and formulae to calculate the “?” marks for **total, minimum, maximum, highest, lowest** and **both averages**
- 3) Enter the formulae to calculate the number of entries for each country. **Do NOT** count the numbers yourself. Use the **COUNTIF** function.
- 4) **Shade** and **border** the information – Use **conditional formatting** to shade the cells that contain UK & USA.
- 5) Produce the **2 Bar Graphs**
- 6) **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 – Axis Titles)
- 7) Create the Pie Chart of Entries – Edit it as shown – Include percentages.
- 8) Create the **Scatter graph** of Spring & Winter. Try and include a line of best fit and line equation.
- 9) Rearrange the layout so that it appears as shown.
- 10) Check your work carefully.

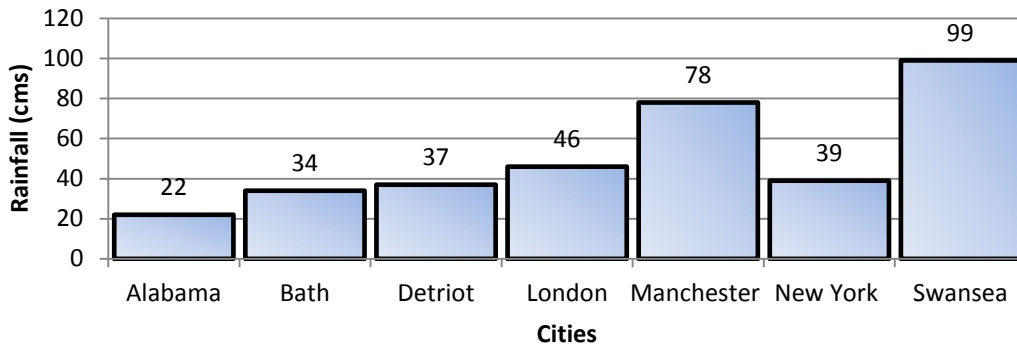
## Examples of table and graphs.

Table – Please format in the same way. Note that the red and blue shading is achieved through conditional formatting not just manually highlighting.

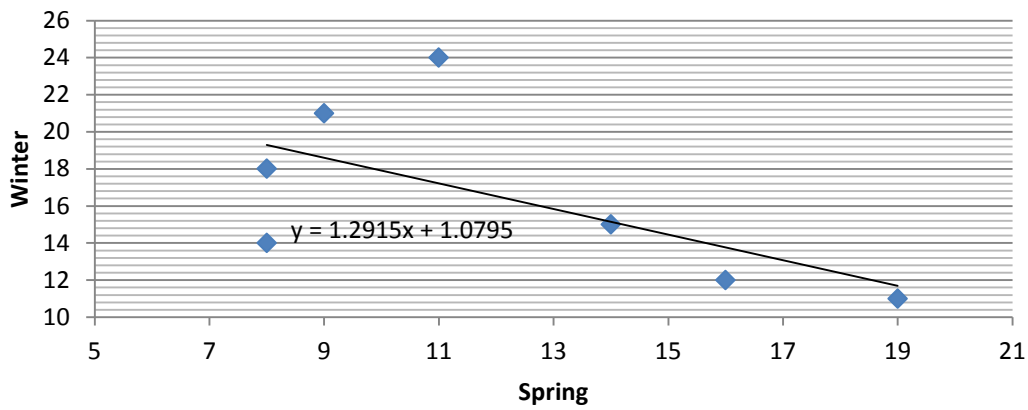
Mr West										
Total rainfall measured in CM's for 3 months in 1981										
Location	Country	Total	Spr	Sum	Aut	Win	Average	Lowest	Highest	
Alabama	USA	?	14	1	17	12	?	?	?	
Bath	UK	?	13	8	16	19	?	?	?	
Detroit	USA	?	17	5	16	18	?	?	?	
London	UK	?	11	6	14	17	?	?	?	
Manchester	UK	?	18	19	22	29	?	?	?	
New York	USA	?	6	4	15	11	?	?	?	
Swansea	UK	?	22	15	23	32	?	?	?	
	Minimum	?	?	?	?	?			Entries	
	Average	?	?	?	?	?		UK	?	
	Maximum	?	?	?	?	?		USA	?	



### Total Rainfall



### Spring and Winter Correlation



### Country Entries

