

Name \_\_\_\_\_ Pd \_\_\_\_\_ Date \_\_\_\_\_

### Microsoft Excel Project

1. Open MS Excel.
2. Type your last name, first name in cell D1
  - Autofit your name in the cell
3. Insert your data
  - Put your column headings in cells B2 and C2, autofit if necessary.
  - Type your data into the appropriate cells. Center the numbers in the cells.
4. Set the format for the data to have 1 decimal place
5. Rotate the alignment of the headings to a 90° orientation.
  - center the text in the cell
6. Use the chart wizard to make a scatterplot
  - give your scatterplot a title
  - label the x and y axis
  - put the legend on the left side
  - save the chart as an object in the worksheet
  - move the top left corner of the chart to cell E1
  - format the Chart area by changing the font/size to Andy/12
7. In cell D16, describe the relationship between the variables as depicted in the scatterplot. Set the text to wrap.
8. Autosum the data in column B in cell B13.
  - autofill the autosum function into cell C13
9. Use Min function to find the minimum number in column B.
  - display in cell B14.
10. Use Average function to find average of data values in column C.
  - display in cell C14
11. Insert an arrow (drawing) into your worksheet to point to the average.
  - insert an autoshape 5 point star in cell A2
12. Insert a custom header in your worksheet.
  - put your name in the center section
13. Print your worksheet
  - set the gridlines to print
  - set page orientation to landscape
  - do a print preview to make sure entire chart and worksheet fit on one page (if not, shrink chart or fit to page)
  - set formulas to show and print again