**Excel Practice**

1. Pick a topic. Possible topics could be favorite song, dog, day of the week, candy… **You should have at least 5 items under your topic.**
2. Open an Excel blank workbook

Making a Data Table

1. In cell A1, put your title “Favorite Breed of Dog.” Merge and Center this across A1 and B1
2. In column A2, type Title for Column (Dog Breed) list your favorites
3. In column B, type a title for this column (You do not have to differentiate between boys and girls.)
4. Put borders around your data table.
5. Go to **print preview** and show this to Ms. Avery

|  |  |
| --- | --- |
| Favorite Seasons | |
| Seasons | Votes |
| Fall | 3 |
| Spring | 4 |
| Summer | 5 |
| Winter | 6 |
| Total | 18 |

After approval, **print** this data table. Use it to survey the class.

Once the class is surveyed, put the data into the data table on your computer.

Add a Total Column at the end of the list. Use a formula (AutoSum) to add the totals. **You must use a formula for this part to get a grade for it.**

1. Create a bar or column chart using your totals.
   1. Select the data –don’t select the heading that you merged and centered.
   2. Go to Insert and select a bar graph/chart.
   3. Change the title of your graph to reflect the data shown
   4. Add X and Y axis labels
   5. Change each bar to a picture representing your data. Make sure they are stacked (hint: you will have more than one picture for each bar) If you differentiate between boys and girls, you will need to make it clear in the legend.
   6. Make sure that you have a heading under each bar. It may not be a number.
   7. Move your chart from the first sheet to a second sheet.
2. Change the tabs at the bottom from Sheet 1 and sheet 2 to a title of your choice. Change the colors of each tab.