

# Activities

## Excel Activity 1

Use the data provided in the table below to create a bar chart. The chart should show the number of books sold in each month. The x-axis should be labeled 'Month' and the y-axis should be labeled 'Number of Books Sold'. The chart should be titled 'Books Sold by Month'.

Instructions:

1. Open the spreadsheet application.
2. Enter the data into the spreadsheet.

Month	Books Sold
Jan	12
Feb	15
Mar	18
Apr	20
May	22
Jun	25
Jul	28
Aug	30
Sep	32
Oct	35
Nov	38
Dec	40

## Excel Activity 2

Use the data provided in the table below to create a line graph. The chart should show the temperature in degrees Celsius over a 24-hour period. The x-axis should be labeled 'Time' and the y-axis should be labeled 'Temperature (°C)'. The chart should be titled 'Temperature over 24 Hours'.

Instructions:

1. Open the spreadsheet application.
2. Enter the data into the spreadsheet.
3. Create a line graph using the data.
4. Label the axes and title the chart.

## Excel Activity 3

Use the data provided in the table below to create a pie chart. The chart should show the distribution of the data. The chart should be titled 'Distribution of Data'.

Instructions:

1. Open the spreadsheet application.
2. Enter the data into the spreadsheet.

Use the data provided in the table below to create a pie chart. The chart should show the distribution of the data. The chart should be titled 'Distribution of Data'.

## Excel Activity 5

Use the data provided in the table below to create a bar chart. The chart should show the number of books sold in each month. The x-axis should be labeled 'Month' and the y-axis should be labeled 'Number of Books Sold'. The chart should be titled 'Books Sold by Month'.

Instructions:

1. Open the spreadsheet application.
2. Enter the data into the spreadsheet.
3. Create a bar chart using the data.
4. Label the axes and title the chart.
5. Add a legend to the chart.
6. Add a data table to the chart.

Month	Books Sold
Jan	12
Feb	15
Mar	18
Apr	20
May	22
Jun	25
Jul	28
Aug	30
Sep	32
Oct	35
Nov	38
Dec	40

## Excel Activity 4

Use the data provided in the table below to create a line graph. The chart should show the temperature in degrees Celsius over a 24-hour period. The x-axis should be labeled 'Time' and the y-axis should be labeled 'Temperature (°C)'. The chart should be titled 'Temperature over 24 Hours'.

Instructions:

1. Open the spreadsheet application.
2. Enter the data into the spreadsheet.
3. Create a line graph using the data.
4. Label the axes and title the chart.
5. Add a legend to the chart.
6. Add a data table to the chart.

Month	Books Sold
Jan	12
Feb	15
Mar	18
Apr	20
May	22
Jun	25
Jul	28
Aug	30
Sep	32
Oct	35
Nov	38
Dec	40



Tech Twins

# Microsoft Excel Unit Lesson 4 Projects

**Elizabeth Eisner Reding, Tara Lynn  
O'Keefe**



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*Scholar's Invitation To Computer Science 9* Ashok Arora, Microsoft Office Excel 2007 for Project Managers Kim Heldman, William Heldman, 2007-04-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You'll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you'll discover techniques hints and examples you can use immediately

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