

Learning Microsoft Excel

Olympics Assignment3

Activity Overview

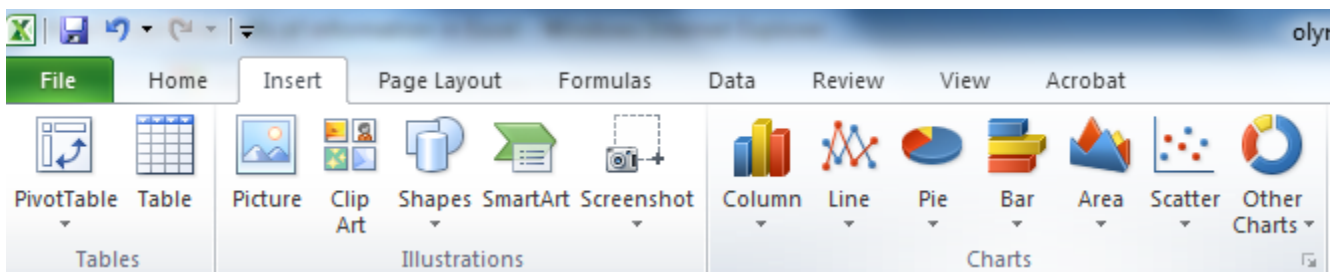
In this activity you will use the formulas that you have learned to this point, in addition you will learn about graphing and how to import the graph into Microsoft Word

Data

1. Open the file “**Olympics3**” in the shared folder

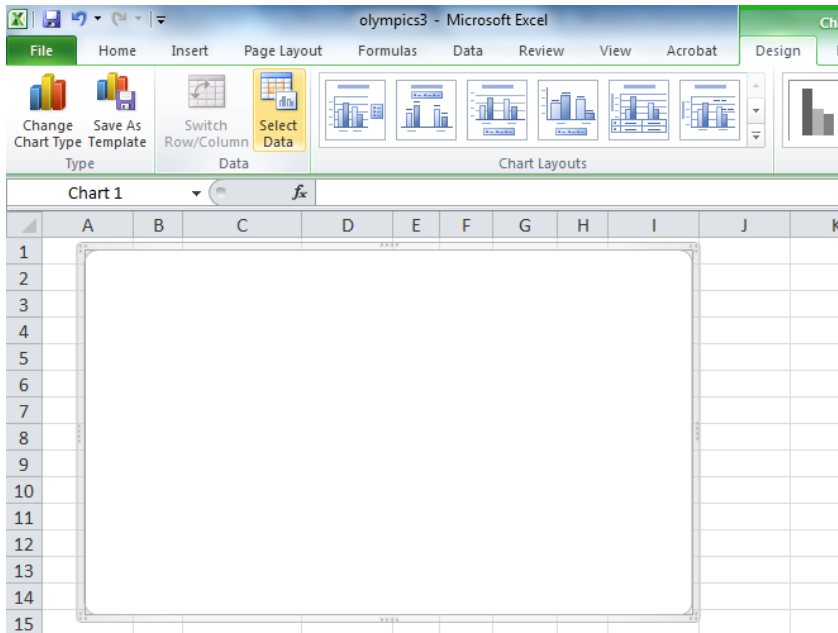
Instructions

1. Insert a new worksheet into the workbook
2. Rename the new worksheet “**Assignment**”
3. Enter the following headings into separate cells starting with ‘**B3**’
 - a. Year
 - b. Host City
 - c. Canadian Athletes
 - d. Gold
 - e. Silver
 - f. Bronze
 - g. Total
4. Enter the top 5 Winter Olympics in terms of total medal count
5. Format the cells as you see fit (ie. centre, adjust the width of columns, format the header row)
6. Select **Column Chart** from the **Insert Tab** (see below)

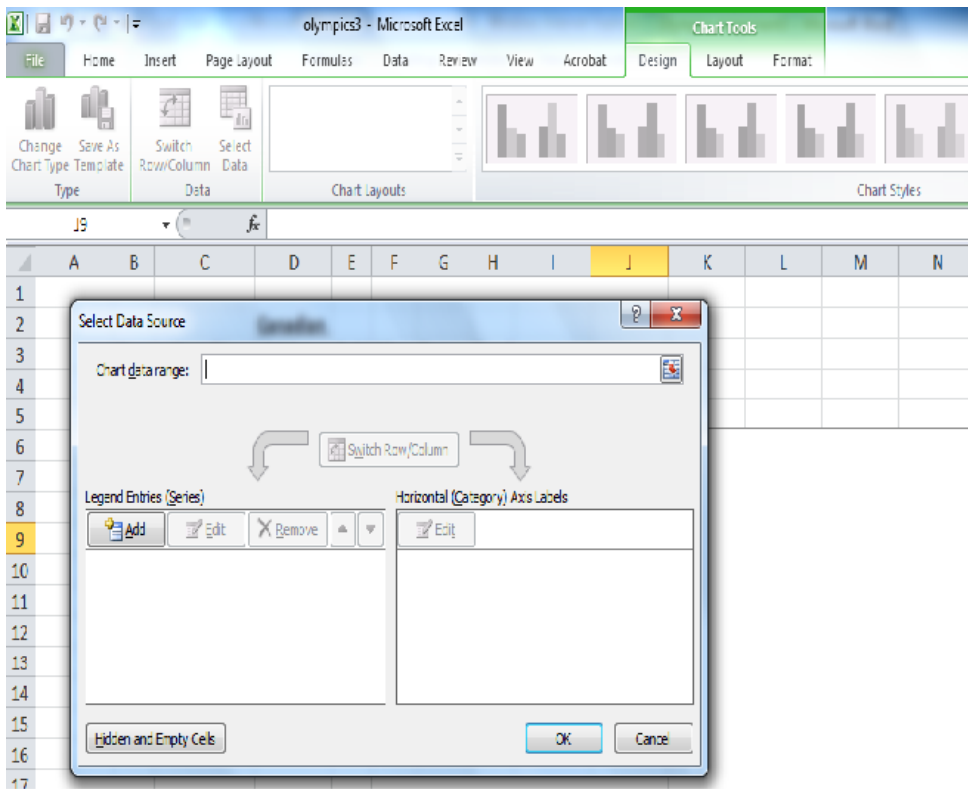


7. Select 2D column chart from the top left of the various chart options

8. Your chart should be blank and look as follows:

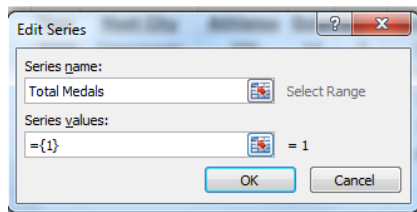


9. Right Click and choose **Select Data**

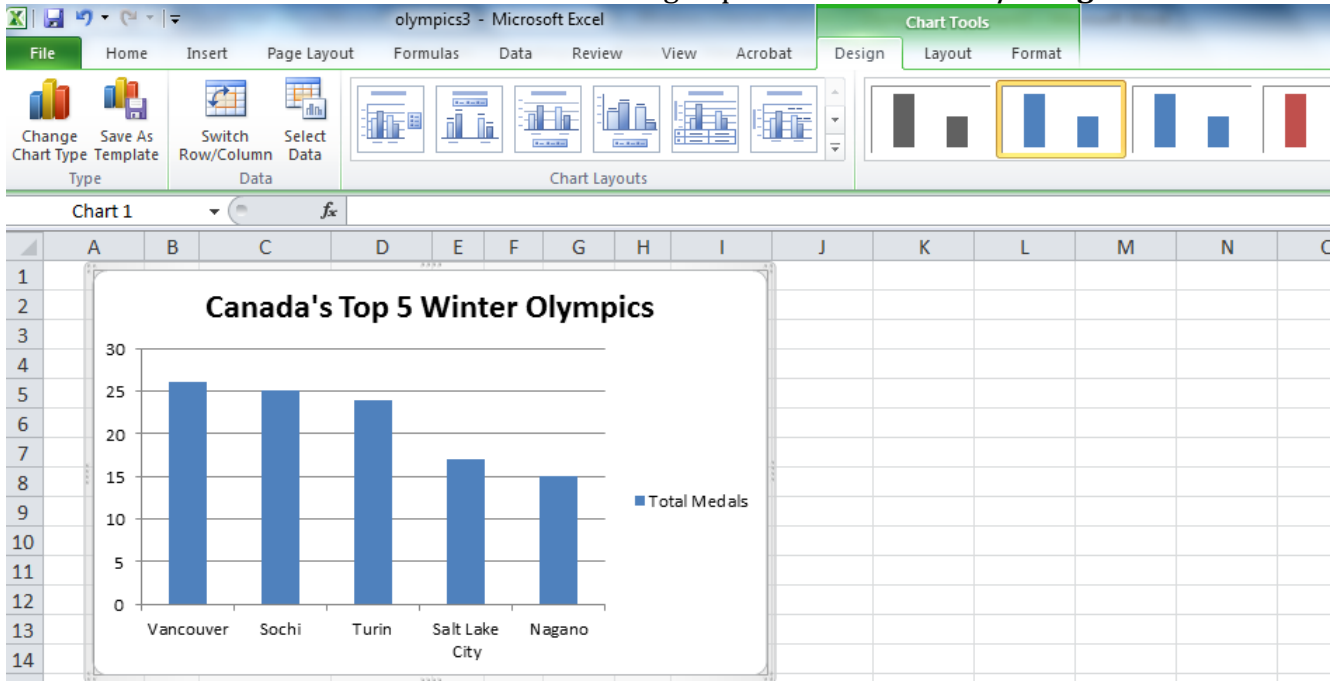


10. Select the 'Add' button underneath 'Legend Entries (Series)'

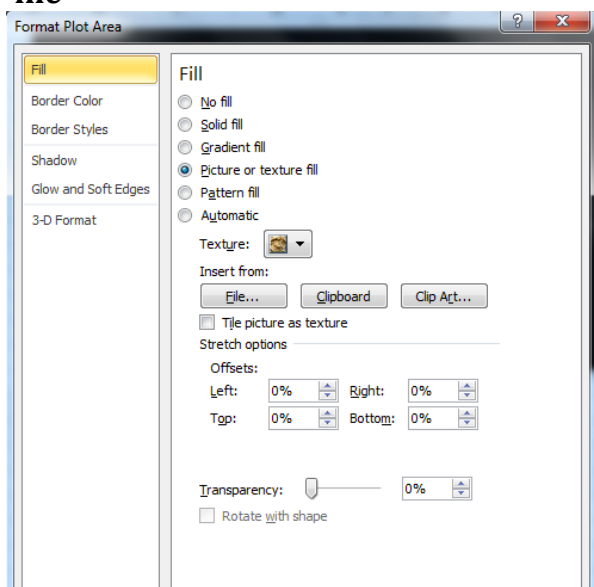
11. Enter series name as "Total Medals"



12. Select the icon above the "OK" button(see above)
13. Select the total medals from 'H4' to 'H8'
14. Select the same icon as in Step No. 12.
15. Click 'OK'
16. Select 'Edit' under the Horizontal (Category) Axis labels
17. Select the 5 cities in the 'Host Cities' column. Click 'OK'
18. Click 'OK' again
19. Click on the Chart so that the toolbar shows design options "Chart Tools/Design" as below:



20. Choose design **style 44**
21. Go on the internet and choose a picture of a Canadian flag
 - a. Save the picture
22. Click on the middle of the graph where the bars are (just that area between the y and x axis should be highlighted)
23. Press Control and 1 together
24. With the 'Fill' highlighted click '**picture or texture fill**' (see below); and choose **insert** from 'file'



25. Choose your picture of the Canadian flag and choose **'insert'**
26. Your Graph is almost complete but it may be useful to include the year of the Olympic Games as well
27. Insert a column between Host City and Canadian athletes
28. In row 4 of the new column enter the following formula:
 - a. **b4&" "&c4** and **press enter**
 - b. the information in column b4 and c4 should now be in d4 separated by a space
29. Select **'D4'** and drag down to **'D8'**, press **'Control and 'D''**
30. Click on the middle of the graph where the bars are (just that area between the y and x axis should be highlighted)
 - a. Right click and choose **'select data'**
 - b. Choose **'edit'** horizontal axis
 - c. Select the new column from row 4 to row 8, click **'OK'**
 - d. Click **'OK'**
31. Rename the title of the graph to something more relevant to the information
32. Your Chart is now complete.
33. Now copy and paste the **chart only** into Microsoft Word
34. **Enter a title** on the word document
35. Write a summary paragraph about the details in the chart.
36. Ensure the paragraph is single spaced