

Practice Activity Two: Competency 2.2b

Using Microsoft Office Applications: Excel

To demonstrate mastery of Competency 2.3 you will create an Excel spread sheet and graph

Spread Sheet:

- Data: use the data on the next page or use some of your own (be sure to have at least 3 categories and numerical data that goes with them)
- Title: put a title above the data and try merging cells (make sure you can change the font style and size)
- Total or Average: create a total or average (whichever makes more sense for the data you have entered) of the data entered and **be sure to use a formula**

Graph:

- Graph: experiment with the chart wizard to create a graph using the data you entered (be sure when highlighting the data to use, do not include your title or your total/average)
- Graph options: make sure you add the following to your graph: a title, name the x and/or y axis or add a legend (depending on the graph selected)
- Copy/Paste and Save: make sure you can save your Excel worksheet and copy and paste your chart into other programs, like Word or Power Point

Create: a folder in your U:Drive called Tech Practice (you may have created this folder in an earlier activity)

Save your documents into the folder you just created

Excel Worksheet, Name it: Practice 2.2 Username date (no spaces)

Example: Practice2.2jsmith11-20-04

Word Document, Name it: Practice 2.2 W Username date (no spaces)

Example: Practice2.2Wjsmith11-20-04

If you are unable to complete this activity on your own, sign up for a Competency 2.2 Training time by emailing

jnauert@lwsd.wednet.edu. If you are able to complete this activity on your own, you are ready to test. Again, email jnauert@lwsd.wednet.edu to sign up for testing.

Data Suggestions

Favorite Foods	
Pizza	19
Spaghetti	6
Sushi	2
Total	

Rainfall in Lakewood (inches)	
Fall	18
Winter	12
Spring	32
Summer	8
AVERAGE	

Student Absences	
2001-2002	150
2002-2003	98
TOTAL	

Graph Sample

