Excel for Science

Name _____

Date _____

Class _____

1. Open Microsoft Excel on your computer.
2. In cell A1 type: Date
3. In cell A2 type: Temperature C° (Note that "temperature" will not fit in the cell. Place your mouse pointer on the line that separates column A from B. Note that the curser changes. When you have this double arrow cursor, press down your left mouse button and drag the line to the right until the column is large enough to see all of "temperature". To get the degree symbol "°" click on insert: symbol.)
4. In cell A3 type: Dark-eyed Junco (Note that you will have to repeat the above procedure to enlarge the column so that you can see all of "Dark-eyed Junco".)
5. In cell B1 type: 12/21
6. In cell B2 type: 10
7. In cell B3 type: 15
8. Use the following data to complete columns C through E.

Date	12/21	12/22	12/23	12/24
Temperature C°	10	12	9	7
Dark-eyed Junco	15	11	25	32

9. Click on View: Header and Footer… Then select Custom Header. Type your first and last name in the Left Section. Type "Excel Practice" in the Center Section. Type your class name, space and then click on the date button (4th button from the left). Click OK. Click OK.
10. Click on Format: AutoFormat. Select a table format that you like and click on it. Click OK.
11. Place your mouse pointer in cell A1, hold down your left mouse button and drag across your data cells until they are all highlighted.
12. Click on Insert: Chart. Select column type bar graph. Click Next. Click Next. In the Chart Title box, type "Excel Practice". Label your X-axis: "Date" and your Y-axis: "Total Birds & Temperature". Click Next. Click Finish. Your bar graph will be inserted right into your spread sheet. It should look like this:
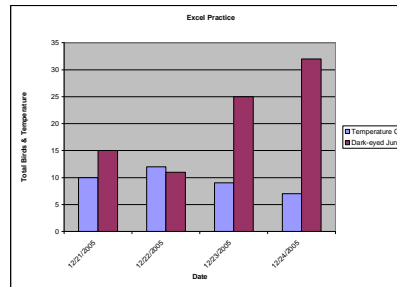
13. Place your mouse pointer in cell A1, hold down your left mouse button and drag across your data cells until they are all highlighted.
14. Click on Insert: Chart. Select line graph and the first one that has dots on the lines. Click Next. Click Next. In the Chart Title box, type "Excel Practice". Label your X-axis: "Date" and your Y-axis: "Total Birds & Temperature". Click Next. Click Finish. Your line graph will be inserted right into your spread sheet. It should look like this:
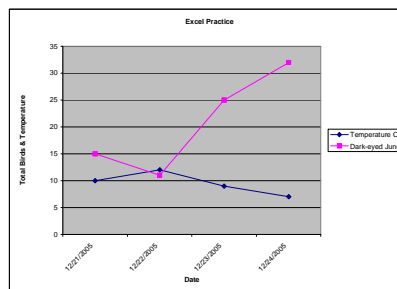
15. You may click on the graphs to resize and move them around on your spread sheet. Arrange them how you want them to look. Make them all fit on one page when printed.
16. Click on Tools: Spelling. Make any needed corrections
17. Click on File: Print Preview. If you like what you see, go ahead and print your document and give it to your teacher. If you need to make changes, take care of this before you print. Your finished document should look something like the one on the back of this sheet.

Date	21-Dec	22-Dec	23-Dec	24-Dec
Temperature C°	10	12	9	7
Dark-eyed Junco	15	11	25	32