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MICROSOFT EXCEL

GO TO: BLACKBOARD AND CLICK THE SYLLABUS

GO TO: EXCEL

GO TO: FILE TILE

SAVE AS: FALL_2020_COM_120_01

CREATING CHARTS, GRAPHS, AND SPREADSHEETS

SHEET 1: MICROSOFT EXCEL 2010: CREATE A PIE CHART

ENTER THE FOLLOWING DATA

BEYONC						
E	RIHANNA	PINK	MINAJ	SWIFT	PERRY	
	21	17	15	21	13	13

**HIGHLIGHT THE DATA ROW (NUMBERS): GO TO SIGMA
CLICK SUM: THE DATA MUST EQUAL EXACTLY 100**

DELETE THE NUMBER 100

HIGHLIGHT COLUMNS AND ROWS

**GO TO THE INSERT TAB: CLICK: PIE CLICK: THE FIRST
3-D PIE**

**CLICK DESIGN: SELECT THE COLORED PIE OF YOUR
CHOOSING**

CLICK CHART LAYOUT 6

IN THE CHART TITLE AREA: TYPE: 2019 BREAKDOWN OF

2

RECORD SALES OF FEMALE ARTISTS

GO TO CHART ELEMENTS CLICK DATA

**HIGHLIGHT THE DATA GO TO CHART OPTIONS CLICK
SERIES 1 DATA LABELS CLICK LABEL OPTIONS**

MAKE NUMBERS LARGER OPTIONS INSIDE THE PIE AND

CLICK INSIDE THE CHART: CLICK COPY

**OPEN WORD GO TO WHERE ANY AREA IN THE SYLLABUS
AND CLICK PASTE**

**CLICK INSIDE THE PIE AND THEN GO TO PAGE LAYOUT:
TEXT WRAPPING: SQUARE**

SHEET 2: MICROSOFT EXCEL 2010: SPREADSHEETS

HOME TILE: IN CELL A1 TYPE: BINARY SYSTEM

HIGHLIGHT CELL A1 AND B1 THEN CLICK: MERGE AND

3

CENTER

SELECT ONE OF THE SPREADSHEETS AND TYPE IN THE DATA

BINARY SYSTEM	
BYTES	APPROXIMATE VALUE
BYTE	ONE
KILOBYTE	THOUSAND
MEGABYTE	MILLION
GIGABYTE	BILLION
TERABYTE	TRILLION

BINARY SYSTEM

BYTES ACTUAL VALUES

BYTE	8
KILOBYTE	1,024
MEGABYTE	
E	1,048,576
GIGABYTE	1,073,741,824
TERABYTE	
E	1,099,511,627,776

BINARY SYSTEM

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BYTES	APPROXIMATE VALUE
BYTE	1
KILOBYTE	1,000
MEGABYTE	1,000,000
GIGABYTE	1,000,000,000
TERABYTE	1,000,000,000,000

RIGHT CLICK CELL A1 - CLICK INSERT: TOGGLE ON ROW

HIGHLIGHT ALL DATA: CLICK BOLD

CLICK PAINT CAN: SELECT A COLOR

CLICK COLOR FONT A

**YOU CANNOT USE ANY OF THE CHART, PIE, ETC.
TEMPLATES FOR THE SPREADSHEET**

HIGHLIGHT THE ENTIRE SPREADSHEET AND CLICK COPY

OPEN WORD CLICK PASTE

**YOU CANNOT USE THE TEXTWRAPPING FUNCTION
WITH THE SPREAD SHEET.**

DO THE FOLLOWING:

TEXT WRAPPING BINARY SYSTEM SPREADSHEET

BINARY SYSTEM	
BYTES	APPROXIMATE VALUE
BYTE	1

5

KILOBYTE	1,000
MEGABYTE	1,000,000
GIGABYTE	1,000,000,000
TERABYTE	1,000,000,000,000

HIGHLIGHT SPREADSHEET IN EXCEL

OPEN WORD AND COPY INTO YOUR DOCUMENT WHERE YOU ARE WRITING ABOUT THE BINARY SYSTEM

CLICK INSIDE THE SPREADSHEET IN WORD

RIGHT CLICK

CLICK TABLE PROPERTIES

UNDER ALIGNMENT: CLICK LEFT

UNDER TEXT WRAPPING: CLICK AROUND

CLICK POSITIONING

UNDER DISTANCE FROM THE SURROUNDING TEXT

LEFT SHOULD READ: 0.1

RIGHT SHOULD READ: 0.1

UNDER OPTIONS

MAKE SURE THAT MOVE WITH TEXT

AND OVERLAP ARE TOGGLED ON

CLICK OK

CLICK OK AGAIN

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SHEET 3: THE BOROUGHES OF NEW YORK

COLUMNS: BRONX, BROOKLYN, MANHATTAN, QUEENS, STATEN ISLAND, AVERAGE

ROWS: MALE, FEMALE

	BRONX	BROOKLYN	MANHATTAN	QUEENS	STATEN ISLAND	AVERAGE
MALE	38,000	40,000	56,000	35,000	36,000	
FEMALE	32,000	36,000	48,000	34,000	32,000	

COLUMNS AND ROWS SHOULD BE UNIFORM SIZE: WIDEN COLUMNS WHERE NEEDED

HIGHLIGHT ONLY THE NUMBERS FOR MALE AND FEMALE ROWS HOME RIBBON: NUMBER: CLICK \$ THEN CLICK DECREASE DECIMAL HIGHLIGHT NUMBERS ONLY FOR THE MALE ROW: GO TO SIGMA - CLICK DOWN ARROW - CLICK AVERAGE

HIGHLIGHT NUMBERS ONLY FOR THE FEMALE ROW: GO TO SIGMA CLICK DOWN ARROW - CLICK AVERAGE

HIGHLIGHT ALL OF THE DATA - CAREFUL NOT TO INCLUDE ANY OTHER CELLS

CLICK BOLD

ON THE INSERT RIBBON: UNDER CHARTS CLICK COLUMN DOWN ARROW AND CLICK 2-D (FIRST CHOICE)

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CLICK INSIDE THE CHART AND MORE MENUS APPEAR GO TO CHART TOOLS AND CLICK LAYOUT

CLICK CHART TITLE: CLICK ABOVE CHART

AT EITHER THE FX AREA OR INSIDE THE CHART TITLE GRID TYPE THE FOLLOWING: 2018 INDIVIDUAL MEAN INCOMES FOR NEW YORK CITY

CLICK LEGEND: CLICK SHOW LEGEND TO RIGHT

CLICK AXIS TITLE: CLICK PRIMARY HORIZONTAL AXIS LINE: TYPE: BOROUGH

CLICK AXIS TITLE: CLICK PRIMARY VERTICAL AXIS LINE: CLICK: ROTATED TITLE: TYPE: INCOMES

OR

WHILE THE CHART IS STILL HIGHLIGHTED YOU GO TO THE DESIGN TAB

DESIGN TAB – SELECT A COLORED CHART – USING THE DOWN ARROWS LOOK AT ALL OF THE CHART COLORS BEFORE SELECTING

HOME KEY – HIGHLIGHT THE CHART TITLE – BOLD IF IT IS NOT BOLDED – YOU CAN ALSO SELECT A DIFFERENT FONT COLOR A FOR THE LETTERING IF YOU CHOOSE TO DO SO

HIGHLIGHT EACH NUMBER OR LETTER PARTS OF THE CHART AND CLICK BOLD AND SELECT A DIFFERENT FONT COLOR A

HIGHLIGHT THE MALE COLUMN AND CLICK DOWN THE

8

PAINT CAN TO SELECT A DIFFERENT COLOR.

HIGHLIGHT THE FEMALE COLUMN AND CLICK DOWN THE PAINT CAN TO SELECT A DIFFERENT COLOR.

LETS LOOK AT THE DIFFERENT OPTIONS WE HAVE TO CHOOSE FROM

CLICK INSIDE THE CHART AND THEN RIGHT CLICK: CLICK COPY

OPEN WORD AND CLICK PASTE

GO TO PAGE LAYOUT CLICK: TEXT WRAPING DOWN ARROW AND THEN CLICK: SQUARE