

Assignment one – Excel basics

In this assignment you will learn the basics of developing graphs within the Microsoft Excel electronic spreadsheet program. Develop a document that looks EXACTLY as the examples given and email an electronic copy to me for grading (clayne2@uh.edu). Periodically throughout the assignment you will see instruction that are coded in italics and underlined such that they appear like this *Instruction*. Unless otherwise stated, all data and text with the spreadsheet should be 10 point, Ariel font.

NEED TO KNOW for assignment 1:

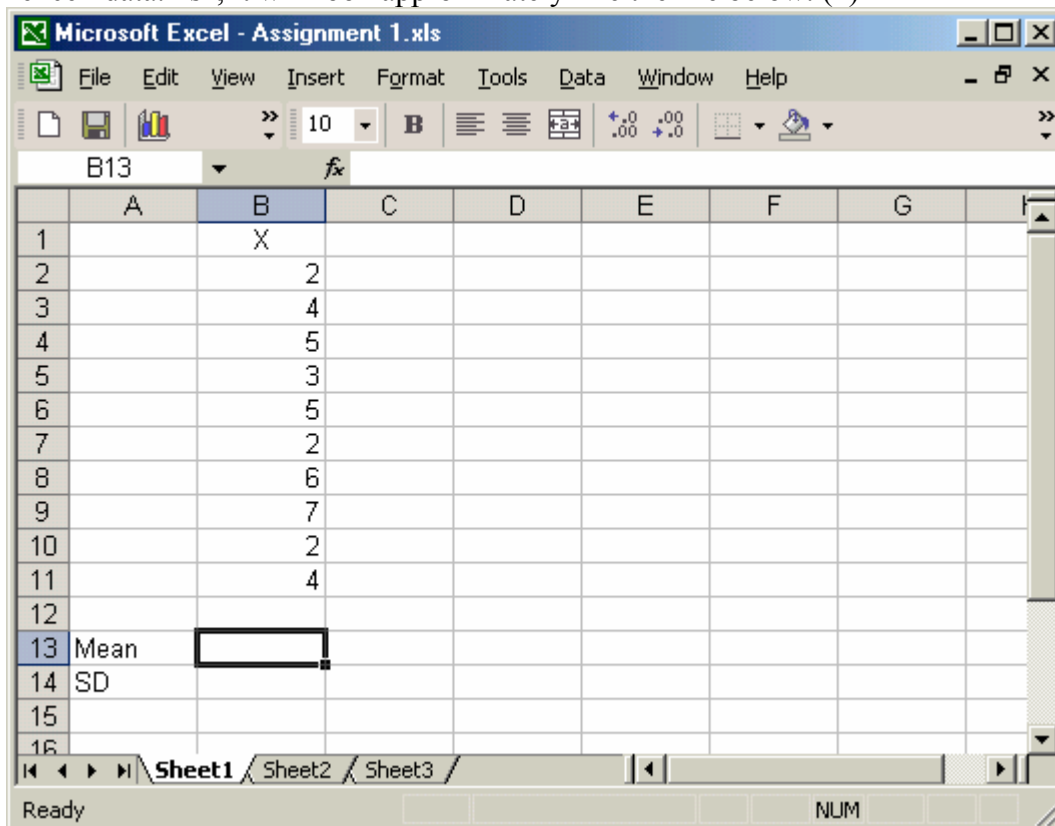
Start new excel spreadsheet

Data entry

Calculations with data

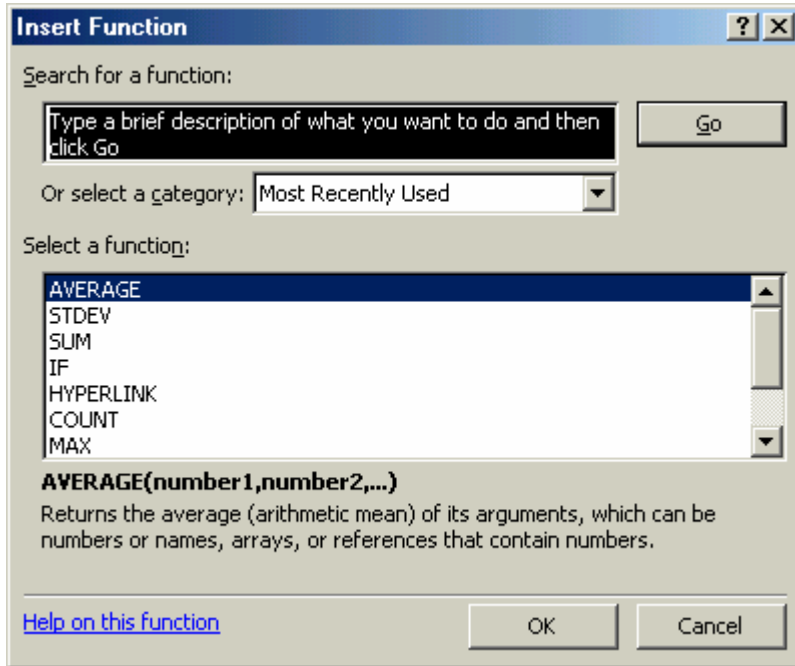
How to use chart wizard to create a cluster column graph

Instruction - open Excel on the hard drive and open your spreadsheet file “excel1data.xls”, it will look approximately like the file below. (1)



(2) in cell B15 use the **average** function to obtain the average of the values in column B, rows 3 through 12

(3) in cell B16 use the use **stdev** function to obtain the standard deviation of the values in column B, rows 3 through 12



(4) develop a Clustered Column graph (Figure 1) using values in column B, rows 3 through 12, be sure to use appropriate labels

FINAL PRODUCT TO LOOK LIKE THIS:

