

Practice formatting (MS Excel)

1. Enter the following information into a spreadsheet:

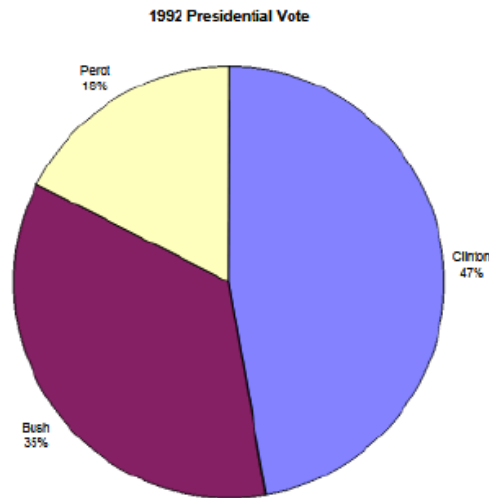
	A	B	C	D	E
1		POLITICAL IDEOLOGY			
2	VOTE	Liberal	Moderate	Conserv	Total
3	Clinton	369	375	179	923
4		69.8%	54.4%	24.3%	47.2%
5	Bush	69	181	438	688
6		13.0%	26.3%	59.3%	35.2%
7	Perot	91	133	121	345
8		17.2%	19.3%	16.4%	17.6%
9	Total	529	689	738	1956

2. Bold the text in cells C1 and A2. (Note: The variable label Political Ideology is entered into cell C1 and is centered.)
3. Highlight the cell range A1:A9. Open the Format menu, select the Cells... command, click on the Border tab, select the double lines from the Style options (the seventh choice from the top in the right hand column). Then select the right border (the second button from the right under the "Text" box) from the Border options. This will place double lines on the right border of these cells.
4. Highlight the cell range A2:E2. Repeat the steps in the previous step, but select the bottom option under the Border options (the third button from the top to the left of the "Text" box). This should place a double line at the bottom of these cells.
5. Highlight the cell range A1:E9. Open the Format menu, select the Cells... command, click on the Border tab, select the third line (from the top) in the left column under the Style options. Then select Outline under the Preset options. This will place a border around the entire chart.
6. Highlight the cell ranges B4:E4, B6:E6, and B8:E8. Open the Format menu, select command, click on the Border tab, select the bottom line in the left column under the Style options. Then select under the Border options. This will place a line at the bottom of these three rows.
7. Highlight the cell range B3:D8. Open the Format menu, select the Cells... command, Border tab, select the bottom line in the left column under the Style options. Then select Right under the Border options. This will place a line at the right of these cells.
8. Highlight the cell range A1:A9. Open the Format menu, select the Cells... command, click on the Patterns tab. Under the Color option in Cell Shading select the fourth color (from the top) in the far right hand column (a light grey shade). Highlight the cell range B1:E2 and follows these same steps again.

9. Create a pie chart presenting the vote choice in the 1992 presidential election for the respondents in the 1994 General Social Survey. Highlight the cells A3, A5, A7, E3, E5, and E7. Open the INSERT menu, select CHART (Title: 1992 Presidential Vote)
10. Set the format of the corresponding rows to "Percentage".
11. Make a Column chart according to the exact vote numbers grouped by Politicians.
12. Make a Column chart according to the exact vote numbers grouped by Political ideologies - parties.
13. Save your work to a PDF.

Some results:

VOTE	POLITICAL IDEOLOGY			
	Liberal	Moderate	Conserv	Total
Clinton	369 69.8%	375 54.4%	179 24.3%	923 47.2%
Bush	69 13.0%	181 26.3%	438 59.3%	688 35.2%
Perot	91 17.2%	133 19.3%	121 16.4%	345 17.6%
Total	529	689	738	1956



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Sources

1. <http://web.utk.edu/~dhouston/excel/exercise.html>

2. <https://www.wiseowl.co.uk/excel/exercises>

Course

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