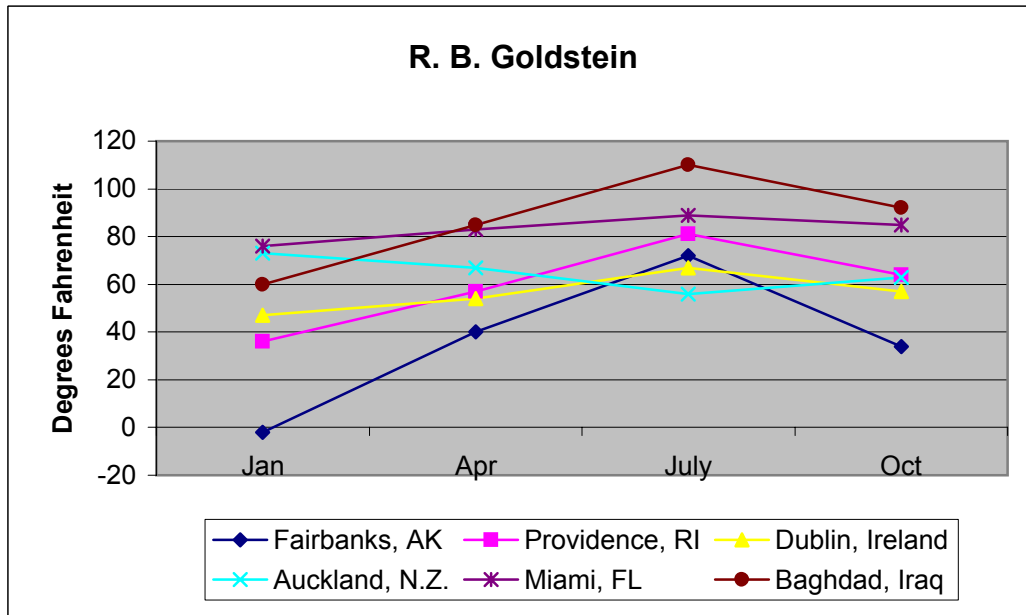
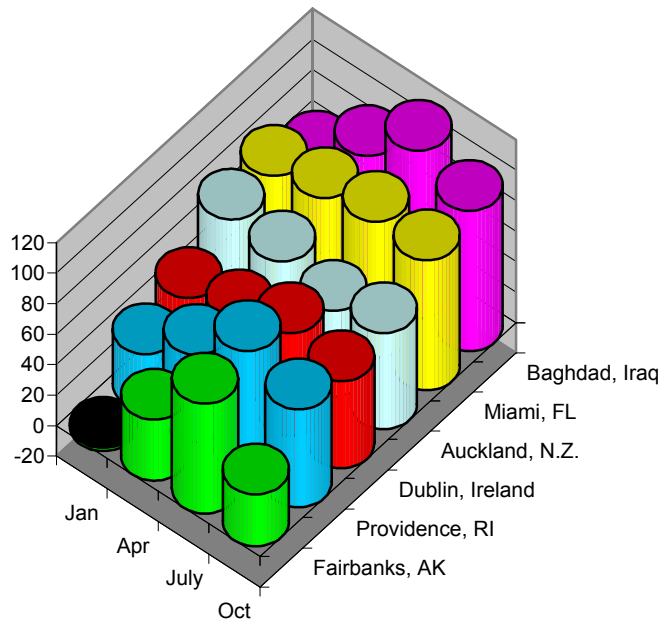


Average High Temperature

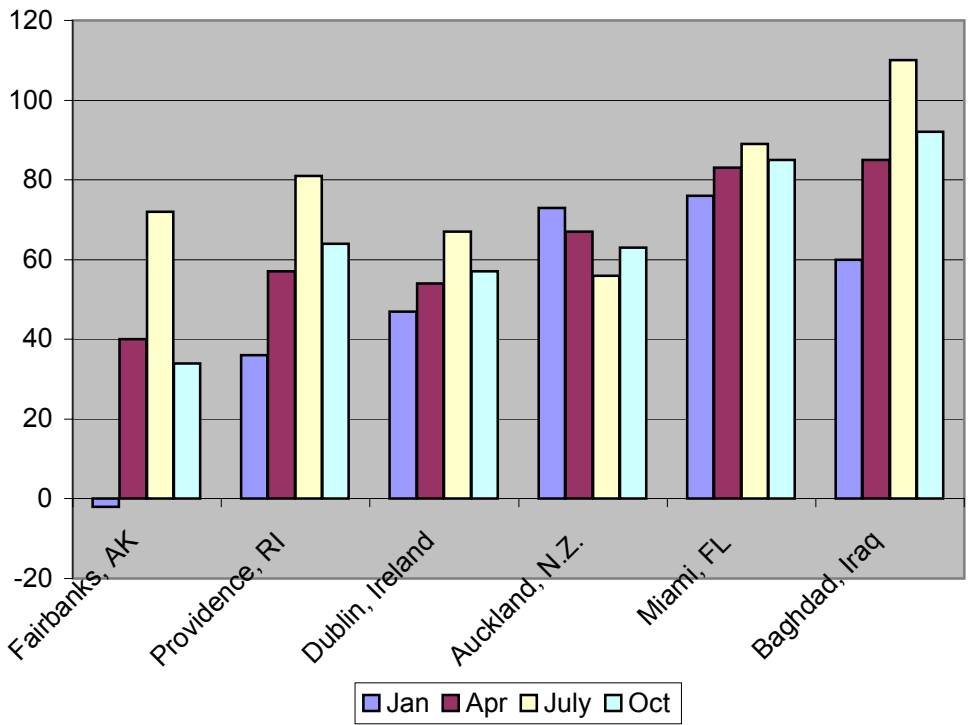
City	Jan	Apr	July	Oct	Average
Fairbanks, AK	-2	40	72	34	xx.xx
Providence, RI	36	57	81	64	xx.xx
Dublin, Ireland	47	54	67	57	xx.xx
Auckland, N.Z.	73	67	56	63	xx.xx
Miami, FL	76	83	89	85	xx.xx
Baghdad, Iraq	60	85	110	92	xx.xx
maximum	xx	xx	xx	xx	
minimum	xx	xx	xx	xx	



### Monthly Average Highs




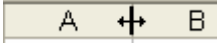

### R. B. Goldstein




# CSC 101 How to do homework #2 (Excel)

## Prof. Richard B. Goldstein

### Source Data/Table

- The cities, months, and temperatures are entered in the block of cells in columns A to E from rows 1 to 8.
- The word *City* is in cell A2 and the size is changed to 14 and its justification to centered.
- The words *Average High Temperature* is entered in cell B1. Then, the cells from B1 to E1 are highlighted and either the icon  is selected *or* the mouse is right-clicked and we center the words across the cells by selecting Format Cells | Alignment and use the pull down menu for Horizontal and choose "Center Across Selection."
- To widen column A go between the border of column A and B and drag the border by the mouse  or use the automatic fit by highlighting all of column A and select Format | Column | AutoFit Selection.
- The boundary box icons or borders are created by highlighting the appropriate cells and using the boundary icon .
- The averages are found by entering: =average( in cell G3, highlighting cells B3 to E3 or entering B3:E3, and then pressing the [Enter] key. Next, drag the cross in the lower right corner or use the *copy* and *paste* icons for cells G4 to G8. Format the numbers to two decimal places.
- Similarly use: =max( and =min( with the appropriate cells for the highest and lowest monthly temperatures.

### Charts

To create a chart or graph start by highlighting cells A2 to E8 and press the chart icon . The package's chart wizard will take you through the appropriate steps for each of the charts. All of the charts will need to be moved to an appropriate spot on the spreadsheet, enlarged, and further refined. In some cases, click on the words and change the fonts to a smaller size such as 8. The 3-D column is best viewed from a higher vantage point. This is done by right-clicking on the chart and going to 3-D view. After the first chart insert a page break (Insert | Page Break).

#### Line Graph

- The first graph type is a Line (first in row 2) described as "Line with markers in each data value." Values are by row and the legend is placed on the bottom. Type your name as the chart title.

#### Column with Cylinders

- The second graph type is a Cylinder (first in row 3) described as "3-D Column." The gap and width depth are reduced to zero (0). Right click and change 3-D view.

#### Clustered Columns

- The third graph type is a Column (first in row 1: clustered). In each of the second steps switch to R rows. In the third step fill in your name and change any legend's location to the bottom. Place the object (your chart) on sheet 1 and choose the [Finish] button.