Weather Project Excel Independent Practice

1. Open up a new Excel workbook.

2. On Sheet 1 complete the following steps:
   a. In A2 write "Average High"
   b. In A3 write "Average Low"
   c. In B1 write "NJ"
   d. In C1 write "WI"
   e. In D1 write "WA"
   f. In E1 write "WY"
   g. In F1 write the State of your capital (i.e. DE)
   h. In B2-F2 write the average high temperatures for those capitals.
   i. In B3-F3 write the average low temperatures for those capitals.

3. Go to the Insert Tab. Complete the following steps:
   a. Highlight the entire table that you created, even empty tabs.
   b. Click on the icon for "Line".

c. Click on the option for "Line with Markers" (2nd row, 1st column)

d. Click on graph that has appeared.

e. Move it to a spot on the sheet that is NOT blocking the table.

f. Up on the top of the screen; click the tab that says "Design".

g. Choose the first option in the area called "Chart Layouts".

h. Change the Title of the Chart to something that makes sense with the data.

i. Change the Axis title.

4. Copy the graph and paste it. You should now have two copies of the graph.

5. Click on one of them.

6. Choose "Design" and then the button "Switch Row/Column" under the section for Data.

7. Move this graph to another area of the sheet.

8. Answer the questions on the board about your data.