**Chapter 3.4 Excel Instructions**

1. **Create a treemap chart in Excel**

Use the data file **Global100.xlsx**

1. Select cells A1:D101
2. Click **Insert** on the Ribbon.
   1. Click on the **Insert Hierarchy Chart** Button in the **Charts** group
   2. Select **Treemap** from the drop-down menu
3. When the treemap chart appears, right-click on the treemap portion of the chart
   1. Select **Format Data Series,….** In the pop-up menu
   2. When the **Format Data Series** task pane opens, select **Banner**
4. **Create a GIS map/Chart in Excel**

Use Data **WorldGDP2014.xlsx** data

1. Select cells A1:C191
2. Click the **Insert** tab on the Ribbon
   1. Click the **3D Map** button in the **Tours** group
   2. Select **Open 3D Maps** (This opens a new Excel window that displays a world map)
3. Drag **GDP 2014 (Billions US $)** from the **Field List** to the **Height** box in the **Data** area of the **Layer 1** task pane.
   1. Click the **Change visualization to Region** button in the **Data** area of the **Layer 1** task pane
4. Click **Layer Options** in the **Layer 1** task pane
   1. Change the **Color** to a dark red color to give the countries more differentiation on the world map