Lab: Visualization

1. **Download the Lorem ipsum (Li) Word document using the link posted in the Module. Save it with your last name at the end of the file name.**	1
2. **Re-create in the Li Word document the two tables (you can find the document with the tables by clicking the link in the Module). Use Insert, Tables in Word to re-create them. Do not copy and paste or screenshot them; you are to re-create them using Word's table tools.** **Locations for these re-creations are specified in the Li document.**	--
o **Table- Energy Production (ignore that it is labelled Table 3; give it whatever number is appropriate for placement in your document.**	4
o **Table- Proportion of Errors (ignore the grey background; you do not have to make yours grey).**	4
3. Analyze the possible problems with the four tables and graphics that are already in the Li document (not your re-created tables). Write approximately 1 paragraph on the issues with each of the four visualizations (graphics). Maximum 1 page total that includes info on all four graphics. Put these analyses in a separate Word doc (all four analyses in one doc).	12
4. Correct these issues in the Li document <u>where possible</u>. Put in titles, captions, legends; whatever appears necessary without having to re-do most of or the entire graphic. You can overlay with a formatted text box to correct many of these.	12
5. Apply a caption to each graphic (all 6; the two re-creations and the four existing ones), <u>using the Word captioning tool</u>.	6
6. Create two tables: a Table of Figures and a Table of Tables at the top of the document <u>using the Word Insert Table of Figures tool</u>.	6
Total possible:	**45**

Submit two documents to Canvas by the due date and time:
    a. **Lorem ipsum doc with all graphics and corrections.**
    b. **Word doc with analyses.**	