CS1TQ2 - Commercial Off The Shelf Software
Practical 9 – Further Spreadsheets

For today's practical please make sure that you can carry out the following tasks related to the Microsoft Excel Spreadsheet. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Items below the line are not part of the ECDL3 standard but you will find them useful. In particular, the last item is deceptively difficult and will demonstrate a real mastery of spreadsheets!

Setting number formats – general, comma, currency, percent styles □
Entering dates in different formats, the effect of regional settings ....□
Text across multiple columns, entering numbers as text........................□
Autofill numbers, dates, times, years and formulae, ctrl-D & ctrl-R ....□
Creating a 2-dimensional bar chart using the chart wizard......................□
Charting multiple data series in a single bar chart...................................□
Resizing charts, adding & changing titles and data labels ....□
Changing scales, maximum and minimum values, colours ....□
Changing the chart type, use of column, bar and pie charts....................□
Importing tab and comma delimited text files (see below).......................□
Saving in other formats, creating a tab delimited file.............................□

Importing Text Files
> The original source of the flights data was a comma delimited text file, available on Blackboard called "`Flights_HP2.csv`", download it to a local directory. Import this into Excel. Have all the field types been identified correctly?

Simple Charting
> Using the data in the spreadsheet "`SalesByRegion.xls`" create some 2 and 3D bar, column or pie charts to illustrate the differences between regions.

Charting In Powerpoint
> The Chart Wizard is also available in Powerpoint. Either create new data or use data from "`SalesByRegion.xls`" to create a bar or pie chart in PowerPoint. Experiment with the animation options to make the bars or segments appear individually.

Advanced Charting (Challenging!)
> The flights data provided last week shows one day's flights for America West. This airline is based in Phoenix, Arizona (airport code PHX). Using autofilter, or any other suitable mechanism, create a bar chart showing the number of departures from Phoenix each hour during the day. (e.g. 50 departures between 09:01 and 10:00, 35 between 10:01 and 11:00 and so on) You may need to filter and sort the data, extracting it to a temporary sheet before creating the chart.