



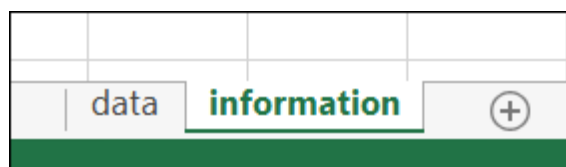
Title: Data to information

Instruction:

Convert the following data into information, using spreadsheet software

Required:

1. **Open** a new workbook and **save** the workbook as data_information.xlsx.
2. **Create** two worksheets in the workbook. **Name** one worksheet 'data' and the other worksheet 'information'.

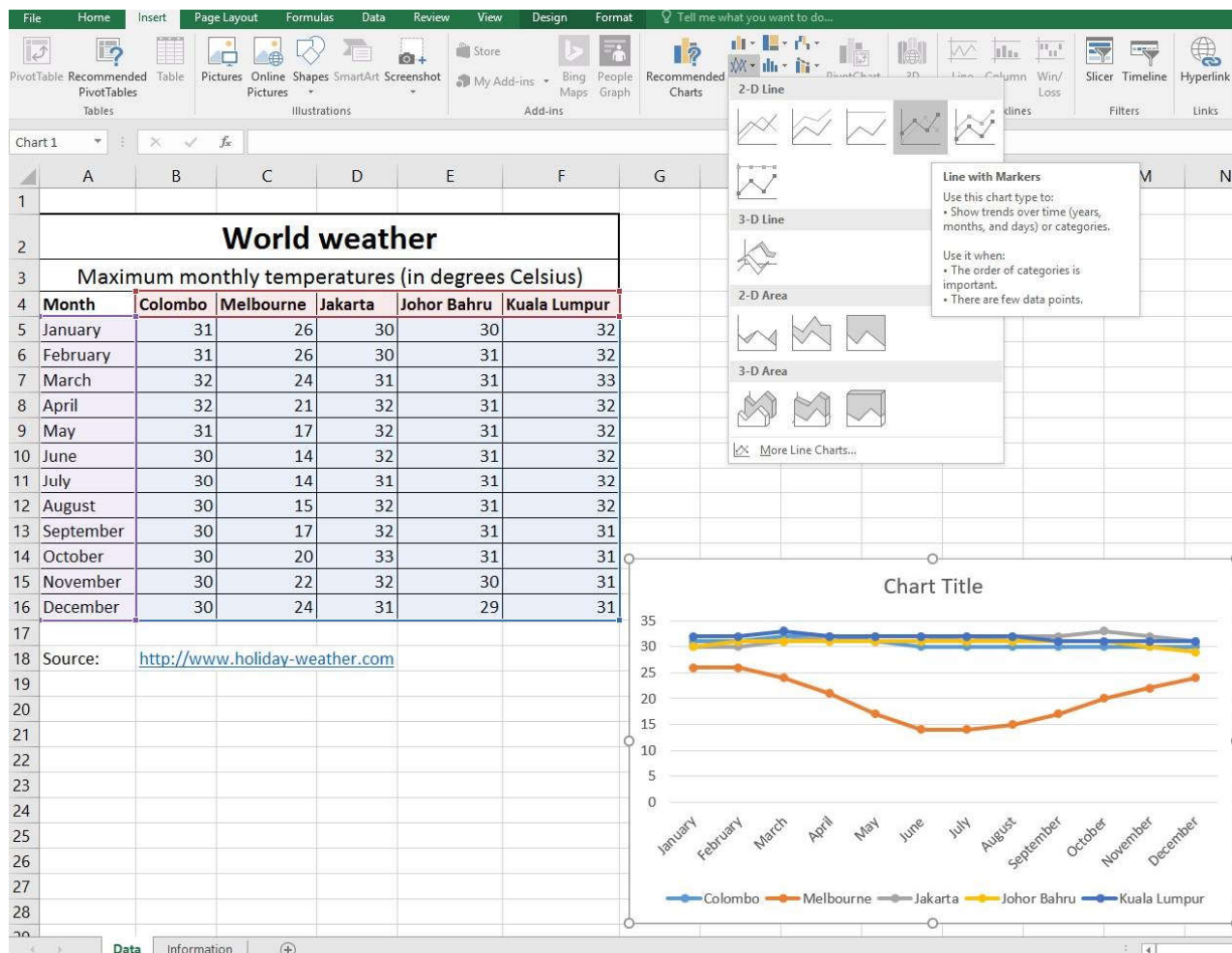


3. **Input** the following data into the 'data' worksheet.

	A	B	C	D	E	F
1						
2	World weather					
3	Maximum monthly temperatures (in degrees Celsius)					
4	Month	Colombo	Melbourne	Jakarta	Johor Bahru	Kuala Lumpur
5	January	31	26	30	30	32
6	February	31	26	30	31	32
7	March	32	24	31	31	33
8	April	32	21	32	31	32
9	May	31	17	32	31	32
10	June	30	14	32	31	32
11	July	30	14	31	31	32
12	August	30	15	32	31	32
13	September	30	17	32	31	31
14	October	30	20	33	31	31
15	November	30	22	32	30	31
16	December	30	24	31	29	31
17						
18	Source:	http://www.holiday-weather.com				

4. **Create** a line graph of the data by completing the following steps:

- **Highlight** all the data including city names and months
- **Click** Insert menu then **select** the line graph drop down list
- **Select** the line graph with markers option

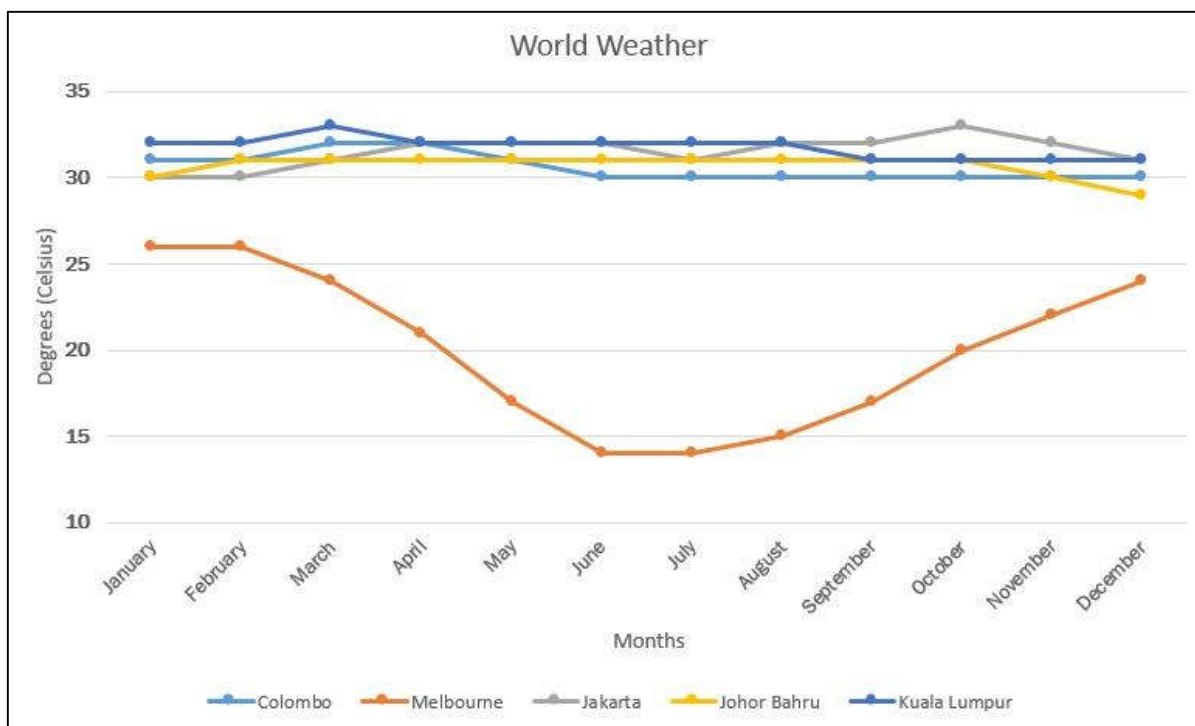


5. **Cut and paste** the line graph into the information worksheet.



6. **Apply** the following conventions to the graph:

- Graph title
- X axis label
- Y axis label
- Alter the Y axis scale to be between 10 and 35



7. **Save** the workbook.

You have now converted data into information – well done!