Assignment 1 Data Visualization
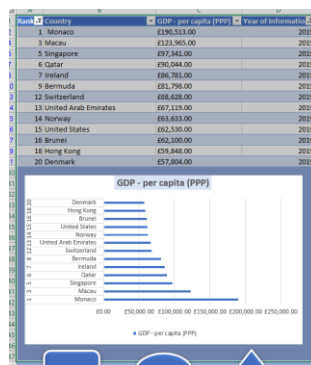
Contents

1. The next task is to create 3 macro buttons, print the sheet, Save the file and Copy the sheet.
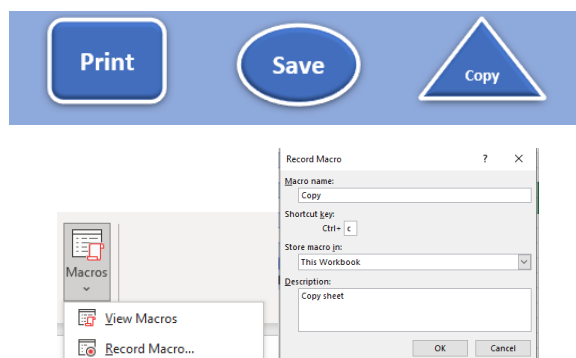
To copy the sheet in a macro you hightlight the area to be copyed then right click copy then stop the macro. Next asign the macro to the copy button.

2. Using the copy macro, copy the sheet and then paste it into a new word document keeping the formating. Give the page a title 'GDP (Gross domestic product)' .

3. Save your document as 'Word Gross domestic product report 1'

4. Befor we finish with our excel table 'Gross domestic product' sheet, we will add a headder and footer to our table. Select the 'View' tab from the top and find the 'workbook views' area, as seen below:
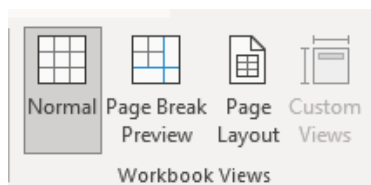
- Select the 'Page Layout' icon . This will then display the screen with a heaader and footer as seen below. Note that ther are three boxes for you to enter information in to.

5. In the headder enter your name and GLA DATA 1 in the three boxes

6. In the footer add todays date then Assignment 1 and lastly Data Visualisation.

7. Return your view to normal
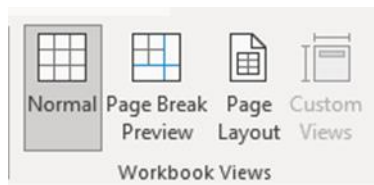
8. Save your table as 'Excel Gross domestic product report 1'
9. Close your word document only.