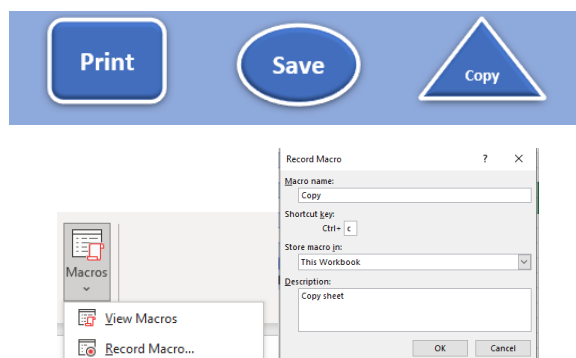


# Assignment 1 Data Visualization

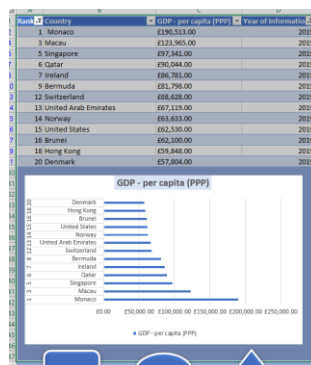
## Contents

<b>Assignment Requirements</b> .....	2
• Cover page .....	2
• Table of Contents.....	2
• Main body .....	2
• A reflective .....	2
<b>Assignment 1 Data Story Telling</b> .....	3
<b>Scenario</b> .....	3
<b>First Task</b> .....	3
<b>Policies and Procedures</b> .....	3
<b>Second task</b> .....	3
<b>Excel</b> .....	3
<b>The data</b> .....	3
<b>Third Task</b> .....	4
<b>Tableau</b> .....	4

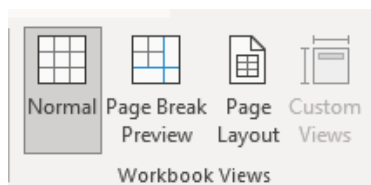
1. The next task is to create 3 macro buttons, print the sheet, Save the file and Copy the sheet.



To copy the sheet in a macro you highlight the area to be copied then right click copy then stop the macro. Next assign the macro to the copy button.



- Using the copy macro, copy the sheet and then paste it into a new word document keeping the formatting. Give the page a title 'GDP (Gross domestic product)' .
- Save your document as 'Word Gross domestic product report 1'
- Before we finish with our excel table 'Gross domestic product' sheet, we will add a header 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 header and footer as seen below. Note that there are three boxes for you to enter information in to.

Add header				Add footer		
Rank	Country	GDP - per capita	Year of Information			
1	Monaco	£190,513.00	2019			
3	Macau	£123,965.00	2019			

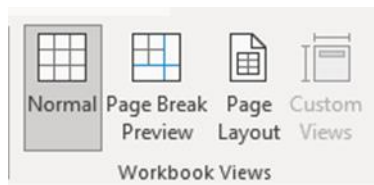
- In the header enter your name and GLA DATA 1 in the three boxes

Amanda	Weaver	GLA DATA 1
--------	--------	------------

- In the footer add today's date then Assignment 1 and lastly Data Visualisation.

Date	Assignment 1	Data Visualisation
------	--------------	--------------------

- Return your view to normal



8. Save your table as 'Excel Gross domestic product report 1'
9. Close your word document only.