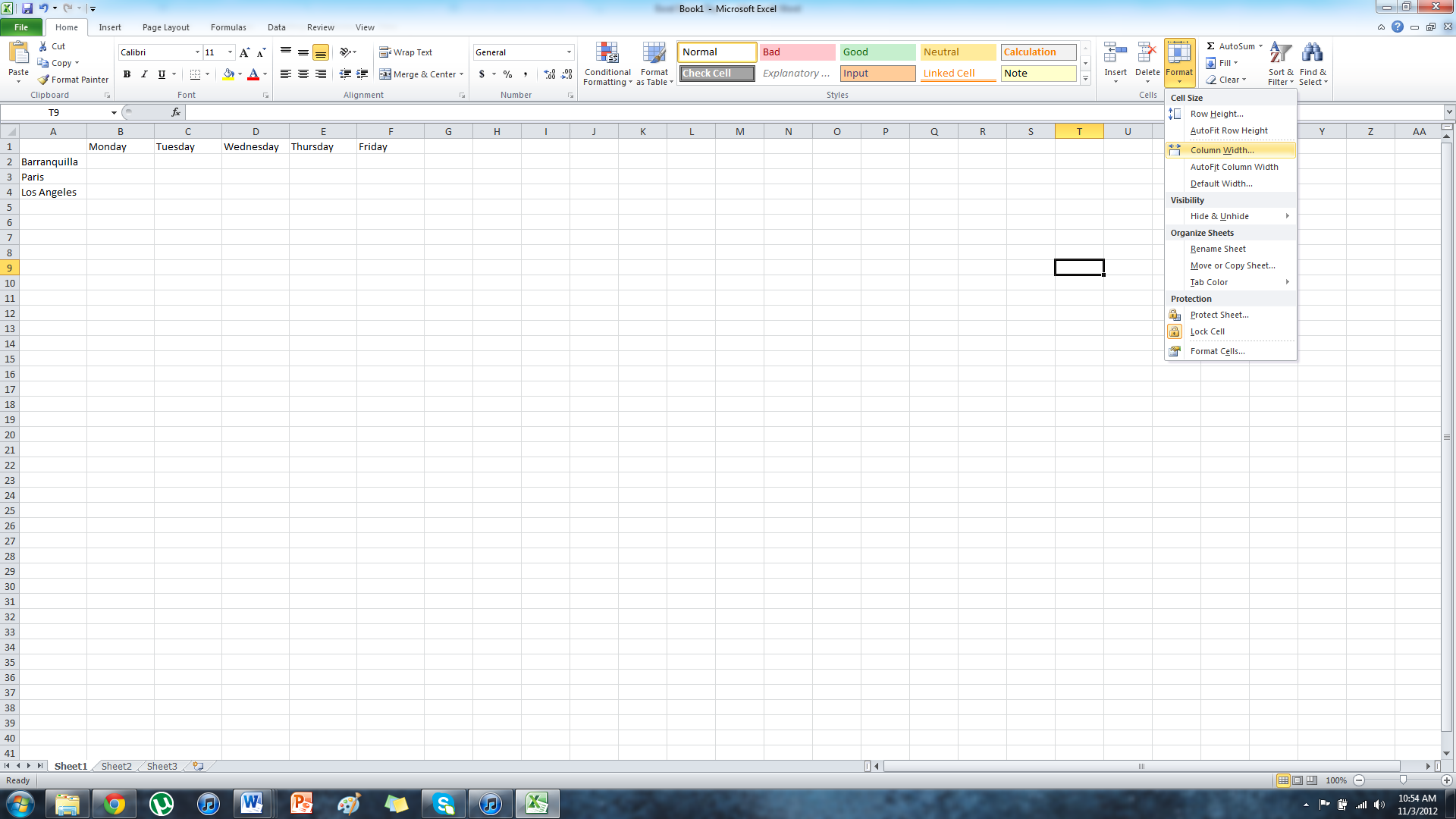
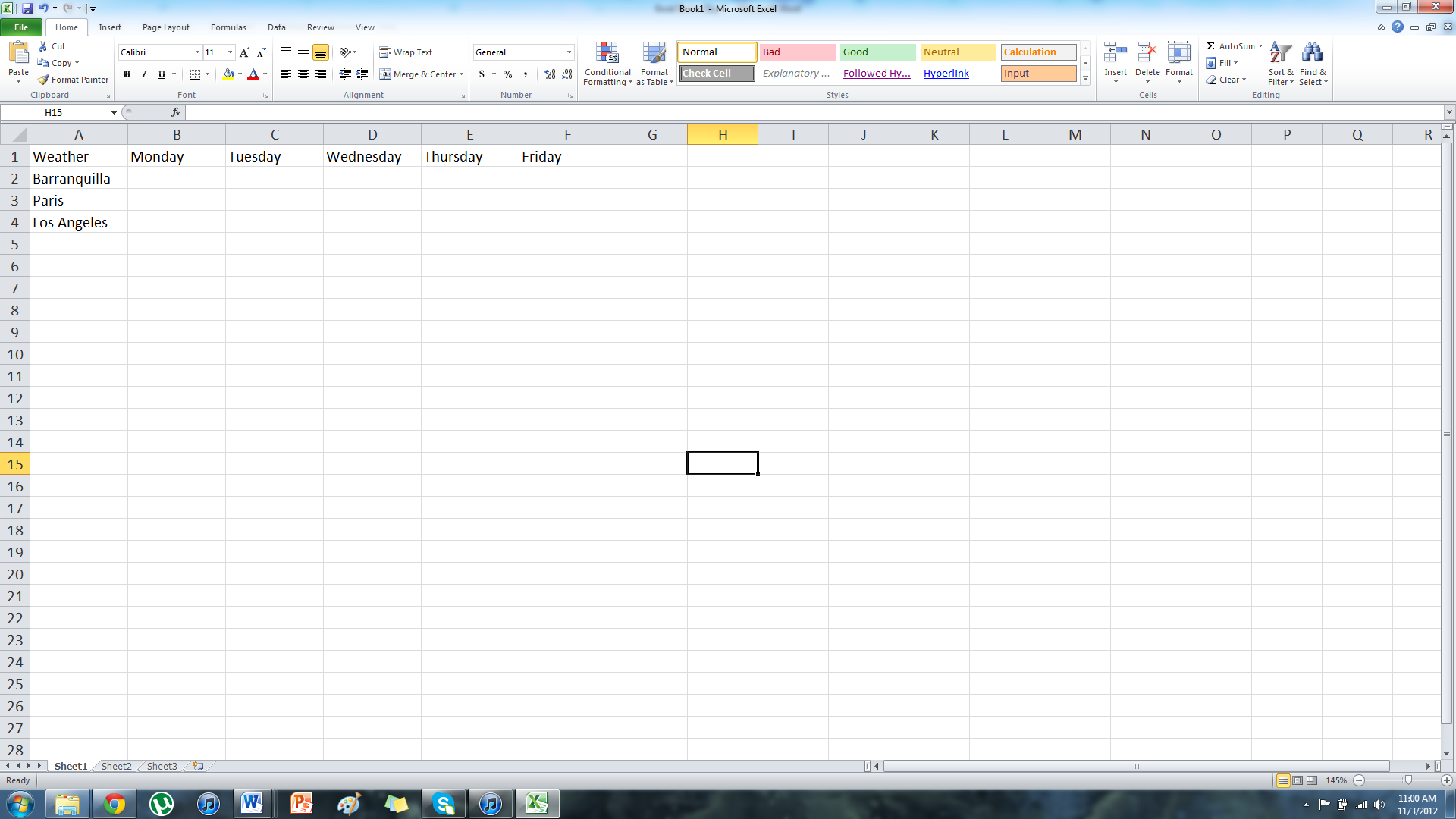
**Excel Basics Day 3**

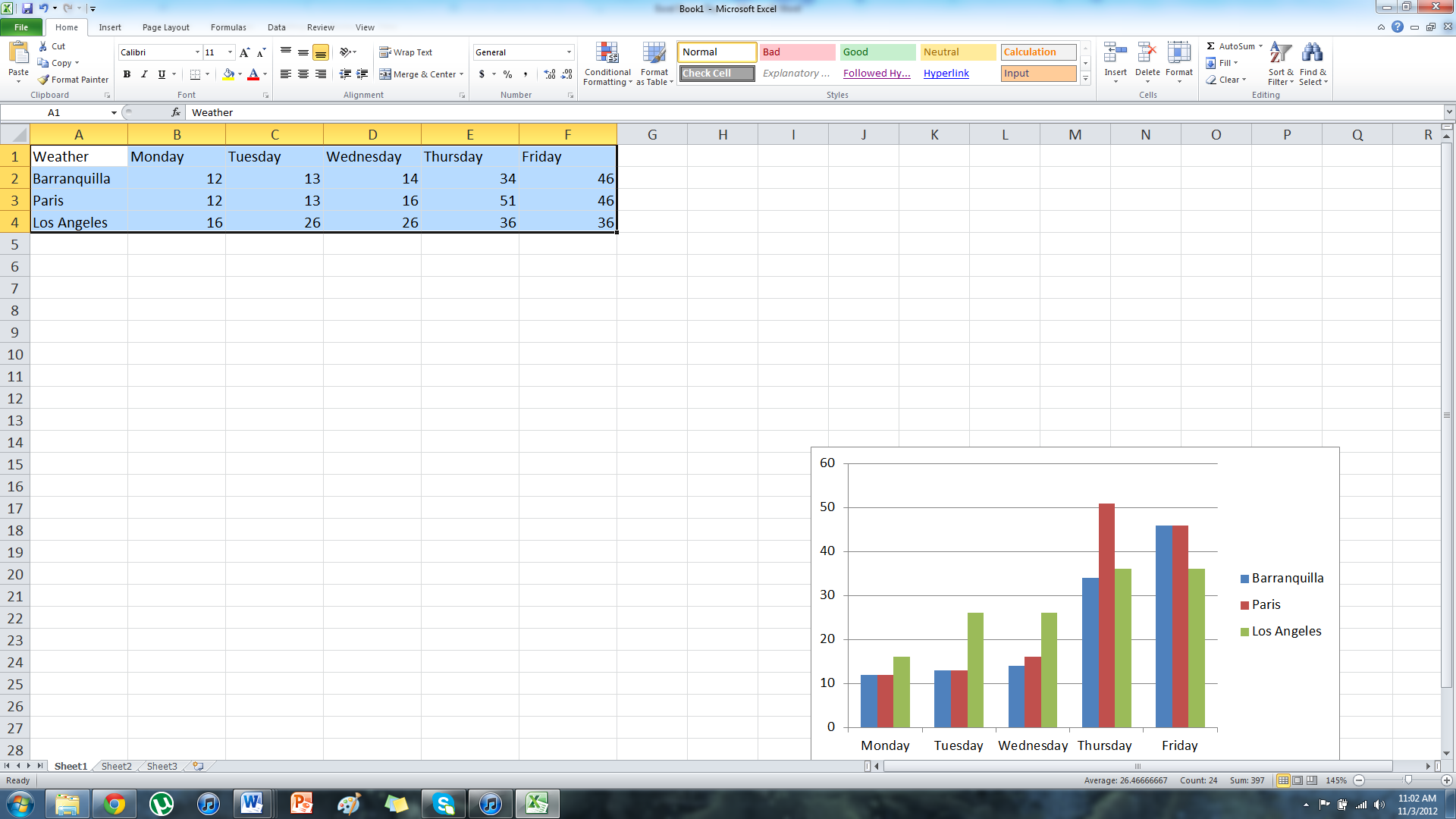
1. Open **Microsoft Excel**
2. Save your assignment as **Weather Graph.**
3. Click on the upside-down triangle in the corner between the “A” and the “1”. This should highlight ALL of the columns and rows.
4. On the **Home** tab, click **Format**, go down to **Column Width**, type **12** and press **Enter**.



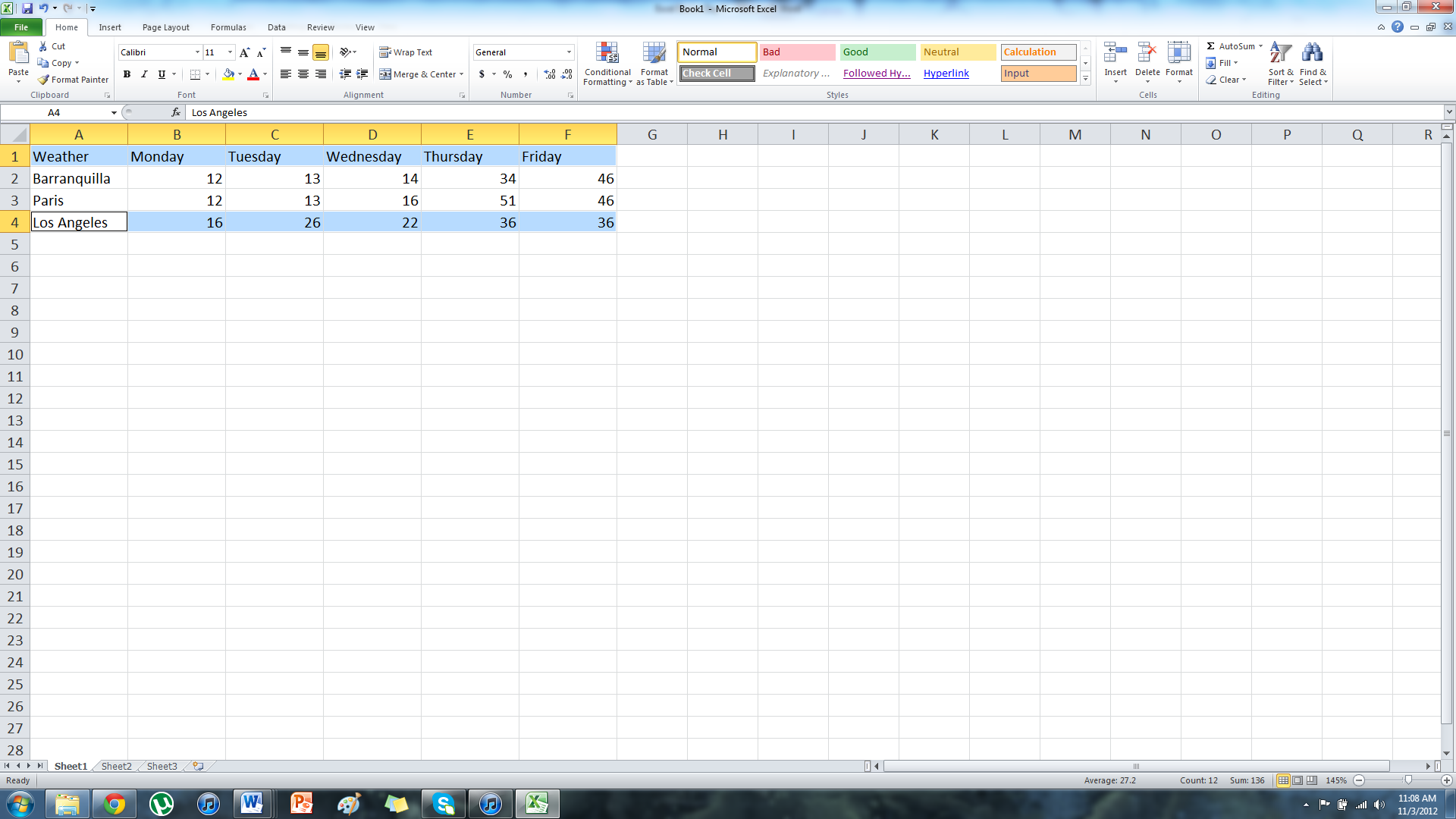
1. Now, set up a table that looks like this (Pick any 3 cities in the world):



1. Next, use google and go to [www.theweathernetwork.com](http://www.theweathernetwork.com) to find the weather forecast for the next five days for each city. Make sure you select **F** for Fahrenheit at the top of the website.
2. Enter all the numbers into your table in **Fahrenheit**.
3. Do not add the degree symbol or the letter F. Only enter the **numbers**.
4. Now, **select all** the information in your table that you have entered by clicking once in “A1” and dragging until all is selected.



1. Click the **Insert** tab, choose **Recommended Charts** and insert the first chart – **Clustered Column**
2. You should see a Chart!
3. Try changing a few numbers in your Data. You should see the chart changes too!
4. Change the Chart Title by clicking on the words “Chart Title” and either highlight or delete the words and renaming to **Weather Chart.**
5. Now, move your chart out of the way for now by clicking on the edge of the chart.
6. What if you want to only see the weather for one of your cities?
7. Select **the top row** (The row with the **Days** listed)
8. Now, hold down the **Control** key and select the **weather for your last city**.



1. You should see that **only 2 rows** are selected.
2. Now, make another **Clustered Column** Chart and it should only be for **1 city**.
3. **Save** your assignment (Press **Control** + **S**)
4. Move your second chart out of the way for now.
5. Select **all** your information again.
6. Try making a **different chart** this time. Try a **Scatter Chart** (Click the **Insert** tab).
7. Change the Chart Title again to “Weather Chart”. Make sure the charts are not overlapping.
8. **Right click** on your charts and choose **Format Chart Area** at the bottom.
9. Try changing the **Fill**, **Border Color**, **Border Styles**, **Shadow**, **Glow**, and **3-D** of the chart. Find the settings you like the most! Then **Save**.

**You should have 3 charts that have all been edited!**