

Microsoft Office Excel 2007

Case | Midwest Tornado Institute

Joyce Bishop is a meteorologist at the Midwest Tornado institute located n Decatur, Illinois. Joyce is preparing for a talk she is giving to a local civic group on the possible effects of global warming on tornados. She's collected data on minor, moderate, and major tornado sightings in five-year periods during the second half of the twentieth century and wants to create a graph for her talk showing her data. She's already entered her data into an Excel workbook; she needs your help in creating the chart.

Complete the following:

1. Open the **Tornado** workbook located in the **SeaJte dririve\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **Tornado Sightings**.
3. In the **Documentation** sheet, enter your name in cell **B3** and date in cell **B4**.
4. In the **sightings History** worksheet, select the range **A3:E13**, and then insert a **2D clustered column** chart.

Hint: Clustered column chat is the very first one on the **2D** section of the column chart.

5. Move the embedded chart to a chart sheet named **Sightings Chart**.

Hint: Refer to the previous exercise for detailed instruction.

6. Change the chart style to **style 32**. (*The last chart style in the fourth row of the chart style gallery.*)
7. Insert the chart title **above** the chart; **Tornado Sightings: 1950 – 1999** at the top of the chart in a **24**-point font.
8. Add the **vertical axis** title **Sightings** in a **14**-points font **horizontally**.
9. Add the **horizontal axis** title **Years** in a **14**-point font.

10. Move the **legend** to the **bottom of the chart**, and then set its font size to **14**-points.

11. Change the line style of the horizontal gridline from a solid line to a dashed line.

Hint: Go to **Layout tab** → **Gridlines** →**Primary Horizontal Gridlines** →**More primary Horizontal Gridlines Options**. Once the Format Major Gridlines dialog box opened, click on the **Line style** tab and select the **dash** line style from the **dash type** drop down arrow.

12. Add **vertical gridlines** to the major tick marks in the chart.

Hint: Go to **Layout tab** → **Gridlines** →**Primary vertical gridlines** →**Major grid lines**

13. Display gridlines as **dashed lines**.

Hint: Refer to step # 11

14. Change the color of the lines (both vertical and horizontal lines) to a **light blue**.

Hint: Go to **Layout tab** → **Gridlines** →**Primary Horizontal (vertical) Gridlines** →**More primary Horizontal Gridlines Options**. Once the Format Major Gridlines dialog box opened, on the **line color** tab, click the drop down arrow next to **color** and select the light blue color.

15. Select the plot area and change the fill to a picture fill, insert the **cloud.jpg** file located the **SeaJte dririve\Excel 2007** folder.
Hint: Go to **layout** tab → **Plot Area** → **More Plot area options ...** Once the Format Plot Area dialog box opened, under **Fill**; select the **Picture or Texture fill** option. Then click on **File** and locate the picture from the above drive.
16. Select the range **A3:E13**, and then insert a **2D stacked line** chart.
17. **Move** the embedded chart to a chart sheet named **stacked line chart**.
18. Insert the chart title above the chart; **Tornado Sightings: 1950 – 1999** at the top of the chart in a **24**-point font.
19. Add the **vertical axis** title **Sightings** in a **14**-points font **horizontally**.
20. Add the **horizontal axis** title **Years** in a **14**-point font.
21. Move the **legend** to the **bottom of the chart**, and then set its font size to **14**-points.
22. Select the plot area and change the fill to a picture fill, insert the **cloud.jpg** file located the **SeaJte dririve\Excel 2007** folder.
23. Go to the class website, open the answer key for this assignment and compare your work with the answer key.
24. Once you compare and make corrections, save your workbook and email it to your instructor as an attachment: Yonas8314@gmail.com