

Microsoft Excel: Exercise 7

In this exercise you will collect some information from other people in the class. You will use the information to make a table and graphs in Microsoft Excel.

1. Ask every person in the classroom (including teachers): What country were you born in? What languages do you speak? (Some people may speak more than one language.)
2. Write down the answers on a piece of paper.
3. Open Microsoft Excel.
4. Type the title of the spreadsheet in the first row.
5. Type the countries in column A.
6. Type the numbers of people born in those countries in column B.
7. Type the languages in column D
8. Type the numbers of people who speak those languages in column E.
9. Alphabetize the countries and languages.
10. Format the table so that it looks nice and is easy to read.
11. Make a pie chart of the countries people were born in.
12. Make a bar graph of the languages people speak.
13. Save and print your work.

