

Directions for Alcohol Spreadsheet Assignment in Microsoft Excel.

Recreate the following Excel spreadsheets and the accompanying chart. You will need to:

1. Change all margins to .5
2. Type the Title Cell A3. Change to **Arial 10 font**. Use the **Merge and Center button** to Merge Cells A3-D3 and center the **title** of the spreadsheets.
3. Type the information into the appropriate cell. (**Headings Arial 8 pt, text Arial 10 pt.**)
4. For Cell D4, click the wrap text button in the alignment group on the home ribbon.
5. Double click between the column headers to widen your columns so all text can be read.
6. **Bold** and middle align the title and the headings of each column.
7. Create a formula for the percentage of highway fatalities caused that were alcohol relate.
8. **Remember that a formula always begins with an = sign. (Hint: your formula is calculating the number of deaths cause by alcohol use vs. the number of total deaths--what mathematical equation would you use here?)**
9. Copy the formula down for each year. (From cell D5 to D10 and D16 to D21).
Drag the bottom corner of the cell down to accomplish this.
10. **Change the percentages from decimals to percent.**
11. **Select all borders so that your cell borders show.**
12. Change the row height on rows 4 and 15 to 45.
13. Center text in all cells.
14. **After completing the Utah information, think about how you could use the spreadsheet information for the California data without having to redo all of the above steps again for California.**
15. Recreate the colors for each row by using the fill button and highlighting the appropriate cells using the **control (ctrl) key to highlight alternate**

rows.

16. Use the **Chart Wizard** on the Insert Ribbon to create the appropriate chart.
You will be comparing the 2014 data from both states. (Only the 2014 Data)
Highlight the total highway fatalities and alcohol related fatalities for 2014 for both states.
17. Choose the first column chart.
18. Click on the Green Chart Tools toolbar at the top of your screen.
19. On the top right, in the Data group, click the SWITCH ROW/COLUMN button.
20. Click Select Data in the Data group.
Click on the Series tab and change the Series 1 name to Total Highway Deaths and Series 2 name to Alcohol Related Highway Deaths.
21. Edit the Horizontal Axis labels (1, 2). Type in Utah, California.
22. Show the value on the data label tab. Click next and click finish.
23. Click on the + to choose the Table Elements that should be included.
24. Make the chart an object in the spreadsheet and move to the bottom of the page.
25. Experiment with various options in the chart to change the color, outline, text on the chart. You must outline the top spreadsheet with a single outline around each cell and a double outline around each cell in the bottom spreadsheet.
26. **Berlin Sans FB** text on chart might be a good one to try.
27. Click View and choose page break view. Move the right blue border out so that your
document fits on one page. Then click normal view.
28. Print **ONCE**, in color.
29. Go to the Formula tab and click show formulas in the formula auditing group. Change your page to landscape and again go to the view page and choose page layout view. Pull the right blue margin out so that your information fits on one page. Then print on the black and white printer. Staple both printings together and turn them in.

Student Name

Period

Highway Deaths Spreadsheet and Chart

Utah Highway Fatalities			
Statistical Year	Total Highway Fatalities	Alcohol Related Fatalities	Percentage of Fatalities Caused by Alcohol Use
2009	373	107	Formula Here
2010	291	70	Copy formula
2011	328	71	Copy formula
2012	309	46	Copy formula
2013	298	72	Copy formula
2014	282	37	Copy formula

California Highway Fatalities			
Statistical Year	Total Highway Fatalities	Alcohol Related Fatalities	Percentage of Fatalities Caused by Alcohol Use
2009	3753	1450	Formula Here
2010	3956	1552	Copy formula
2011	4088	1628	Copy formula
2012	4215	1626	Copy formula
2013	4120	1643	Copy formula
2014	4329	1719	Copy formula

