

Skills Check

Difficulty	1
Formatting	<input checked="" type="checkbox"/>
Functions	<input checked="" type="checkbox"/>
Charts	<input checked="" type="checkbox"/>
Sorting	<input type="checkbox"/>
Extrapolating	<input type="checkbox"/>

This spreadsheet will provide statistical analysis of Years 7-11 in a school population.

Year Level	Number	Frequency	% Frequency	Cumulative Frequency	% Cumulative Frequency	Total This Age and Above
Yr 7	122	=B2	=C2/\$B\$8	=SUM(\$C\$2:C2)	=E2/\$B\$8	=SUM(B2:\$B\$6)
Yr 8	110					
Yr 9	125					
Yr 10	118					
Yr 11	102					
Total	=SUM(B2:B6)					
Average	=AVERAGE(B2:B6)					
Highest	=MAX(B2:B6)					
Lowest	=MIN(B2:B6)					

These will show an error if completed before Column B. You can ignore this error.

Tasks

- Open** a new spreadsheet and copy the data as shown above. The calculation cells (starting with the '=' sign) should show a calculated number rather than the formula.
- Select the calculated cells in the Yr 7 row (C2:G2), and use the fill handle to **fill down** to Yr11.
- Select the Sum, Average, Max and Min calculations in the 2nd column (B8:B11), and **fill across** all the columns used.
- Format** all text as Arial Size 8. Bold all headings and year groups.
- Format** all decimals to 0 decimal places and the percentage columns as percentages.
- Change the **cell widths** for all columns to 90 pixels (select across all columns, then change the width of one column by dragging the line between the grey cells above Row A. All selected columns will change).
- Select A1:G1 and **fill** with the colour 'Light Yellow'. Add **borders** around all selected cells.
- Select the range A2:A6. Hold down the 'Ctrl' (or ⌘) key and select A8:A11. **Align** the cells to the right, **fill** with the colour 'Tan' and add **borders**.
- Hold down the 'Ctrl' (or ⌘) key and select B2:B6, B8:B11, D2:D6, D8:D11, F2:F6, F8:F11. **Fill** with 'Light Green' and add **borders**.
- Hold down the 'Ctrl' (or ⌘) key and select C2:C6, C8:C11, E2:E6, E8:E11, G2:G6, G8:G11. **Fill** with 'Light Blue' and add **borders**.
- Select cells A2:B6 and use the chart wizard to create a **pie chart**. In Step 3, give the chart the **title** "Numbers in Each Year". Click on the 'Data Labels' tab and select '**Show values**'. Finish the chart.
- You may need to make the box containing the '**legend**' wider so that the text is shown neatly (the legend is the box on the chart containing the labels).
- Increase the size** of the chart and place it under your data.
- Save** your work as "School Population".