

The information in the table shows the breakdown of crimes that occurred in Hampton.

Crime	1999	2000	2001	2002
Burglary (Residential)	25	24	49	32
Burglary (Commercial)	3	5	3	5
Burglary (Others)	3	2	4	5
Theft of cars	5	1	8	14
Theft of bikes	3	0	10	5
Theft from cars	12	5	12	26
Theft from shops	8	14	19	3
Property damage	2	0	1	2
Minor assault	1	1	2	3
Other crimes	3	2	1	4

Tasks

- Open** a new spreadsheet and copy the data.
- Adjust the **width** of the first column to 140 pixels, and the remainder of the columns to 70. Do this by dragging the lines in the grey area at the top of each column.
- Leave a space, then **add** 3 rows that calculate the 'Total Burglary' [=SUM(B2:B4)] , 'Total Theft' [=SUM(B5:B8)] and 'Total Crimes' [=SUM(B2:B11)].
- Select Row 1 (headings) and Row 5 (theft of cars) together. Open the chart wizard and select an '**xy scatter with data points connected by smoothed lines**'. Accept all other default settings and click 'Finish'. Place the graph below the data, across columns A–E.
- Add a column calculating the **percentage change** in each crime from the year 2001 to the year 2002. Call this column '2001/2 Change'. Format as a percentage. The title should overlap the next cell. [= (E2-D2)/D2].
- Increase** the size of the first row to 40 pixels.
- Select the first row again. Click on '**Format**' from the main menu then select 'Cells'. Click on the 'Alignment' tab. Choose to 'Wrap text' and change the vertical font alignment to 'Top'.
- Add another column showing the likely crime figures for the **year 2003**, based on a similar change to the previous year. Call this column '2003 Predicted'. [=E2+E2*F2]
- Add a **pie chart** for the '2003 predicted' data. Make sure that you select the 1st column as well as the data so that the titles appear on your chart. Do not select the calculated totals data. Place the pie chart under your 'xy scatter' graph.
- Add some **formatting** to improve the presentation of your spreadsheet. Make sure that all the labels can be seen in your pie chart.
- Save** your work as "Crime Analysis".