

Lessons 4-5: Our Favorite Amusement Park Rides

FMI is still considering building its own amusement park. Before it begins, it would like to know what rides kids like best. Help FMI out by creating a spreadsheet, chart, and report with your recommendations on the most popular rides.

Step 1 Launch *Microsoft Excel 2003* and open FAVORITERIDES TEMPLATE.XLS.

FavoriteRidesTemplate.xls

	A	B	C	D	E	F
1	Favorite Amusement Park Rides					
2		Bumper Cars	Ferris Wheel	Haunted House	Log Flume	Roller Coaster
3	Girls					
4	Boys					
5	Total					

Step 2 There are several formatting corrections you need to make to this spreadsheet.

Begin by enlarging row 1 so you can see all of the text in it. Place the pointer on the line between rows 1 and 2. It should turn into a line bisected by a two-sided arrow. Double-click the mouse button; the row will automatically become the correct height.

Bumper Cars

Girls _____

Boys _____

Ferris Wheel

Girls _____

Boys _____

Haunted House

Girls _____

Boys _____

Step 3 Repeat this process for columns B to F.

Log Flume

Step 4 Use the **FORMAT PAINTER**  to put the correct border in cells C1, D1, B4, and D2.

Girls _____

Boys _____

Roller Coaster

Step 5 There are no data in this spreadsheet: You are going to collect the data for the spreadsheet from your class. Find out how many boys and girls like each ride best. (Get one answer from each student.) Use the right side of the page to collect your data.

Girls _____

Boys _____

Step 6 Type the data you collected into your spreadsheet. Once you have typed it all in, select B3 to F5 and choose the CENTER button .

Sample Spreadsheet

Favorite Amusement Park Rides					
	Bumper Cars	Ferris Wheel	Haunted House	Log Flume	Roller Coaster
Girls	2	0	2	2	5
Boys	1	2	6	1	2
Total					

Step 7 Add formulas to cells B5 through F5. Click cell B5 so it is active. Choose the AUTOSUM button  from the Standard Toolbar. A formula will appear in the cell. Press the ENTER key.

Insert Sum

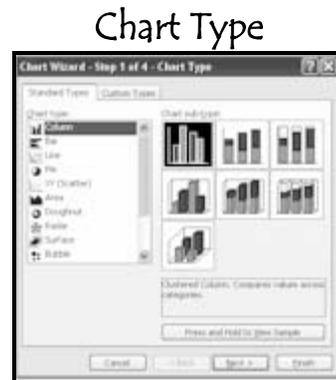
Favorite Amusement Park Ride:		
	Bumper Cars	Ferris Wheel
Girls	2	0
Boys	1	2
Total	=SUM(B3:B4)	

Step 8 Copy this formula to the other cells in the row. Place the pointer on the crosshatch at the bottom-right corner of the cell. It will turn into a large plus sign. Hold down the mouse button and drag the pointer across cells C5 to F5. You should now see a sum in row 5 of each column.

Copy Sum Function

Boys	1	2	6	1	2
Total	3				

Step 9 Make a chart to go with your spreadsheet. Highlight cells A2 to F4. Choose the Insert menu and select CHART.



Step 10 Choose the COLUMN option and under CHART SUB-TYPE pick the chart on the far left in the second row. Click NEXT twice.

Step 11 When you get to the Chart Options dialog box, select the TITLES tab.

Step 12 Under CHART TITLE, type “My Class’ Favorite Amusement Park Rides”.

Step 13 Under VALUE (Y) AXIS, type “Number of Classmates Who Prefer Each Ride”. Choose FINISH.

Step 14 Move the chart so it is below the spreadsheet. Place the pointer on the handle at the bottom-right corner of the chart and enlarge it so it is the same width as the spreadsheet.

Step 15 Click the chart so it is selected. Go to the Format menu and choose SELECTED CHART AREA.

Step 16 Choose the PATTERN tab and under BORDER select CUSTOM.

Choose the STYLE drop-down arrow and select the dashed line.

Under COLOR, select RED.

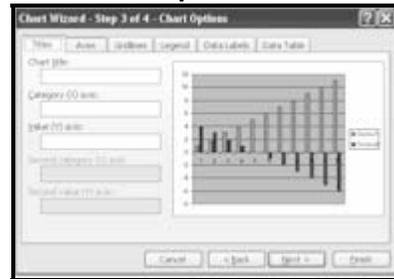
Under WEIGHT, choose the thickest line.

Check the box next to ROUNDED CORNERS. Click OK.

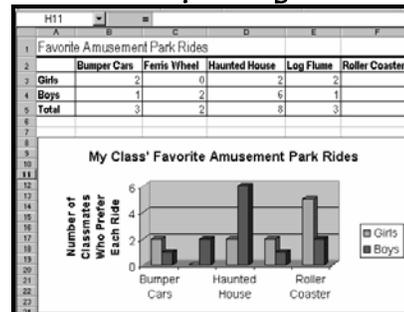
Step 17 Highlight cells A1 to F5. Choose the Format menu and select AUTOFORMAT.

Step 18 Scroll through the different AutoFormat options. Find one you like, select it and choose OK.

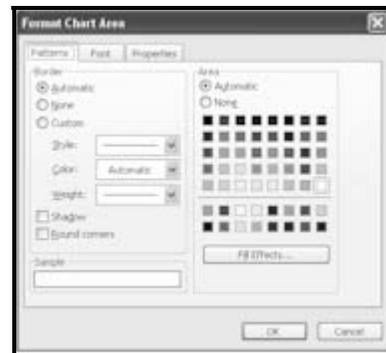
Chart Options: Title



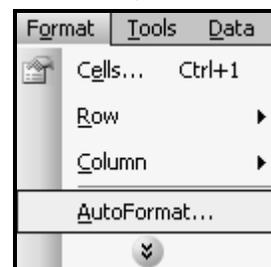
Sample Page



Format Chart Area



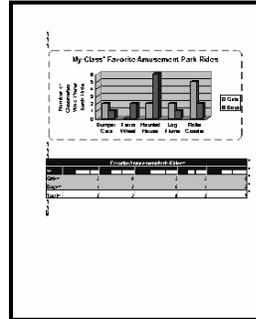
Format Menu



You are going to paste your findings into a *Microsoft Word* document and write a short report to FMI, giving your recommendation on which rides will be most popular.

Step 19 Highlight your chart and choose the COPY button . Task-switch out of *Excel*.

Microsoft Word Document



Step 20 Launch *Microsoft Word* and select the PASTE button .

Step 21 Task-switch back to *Excel* and select cells A1 to F5 and copy them. Task-switch into your *Word* document again and choose PASTE.

Step 22 Press the ENTER key so there are at least three spaces below the table from your spreadsheet.

Step 23 Write a brief paragraph explaining your graph to FMI.

Tell which rides were most popular in your class with the boys, which rides were most popular with the girls, and which rides (if any) were popular with both boys and girls.

Recommend which rides you think FMI should definitely put in its amusement park, and which rides FMI should definitely not put in its amusement park.

Be sure to give reasons for your recommendations based on the chart.

Congratulations! You formatted a spreadsheet, collected data, entered the data into your spreadsheet, created a chart and wrote recommendations based on your data findings.