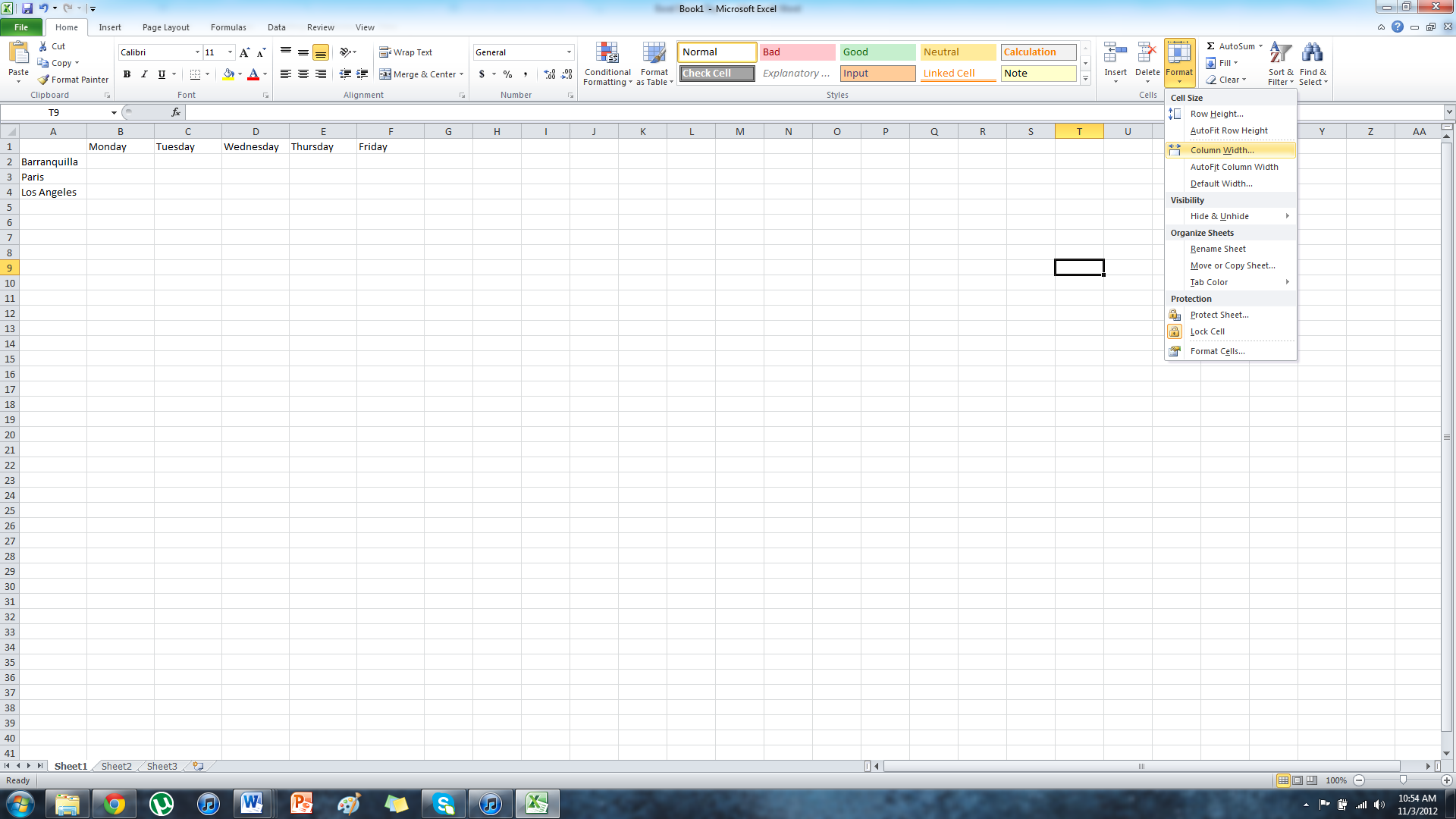
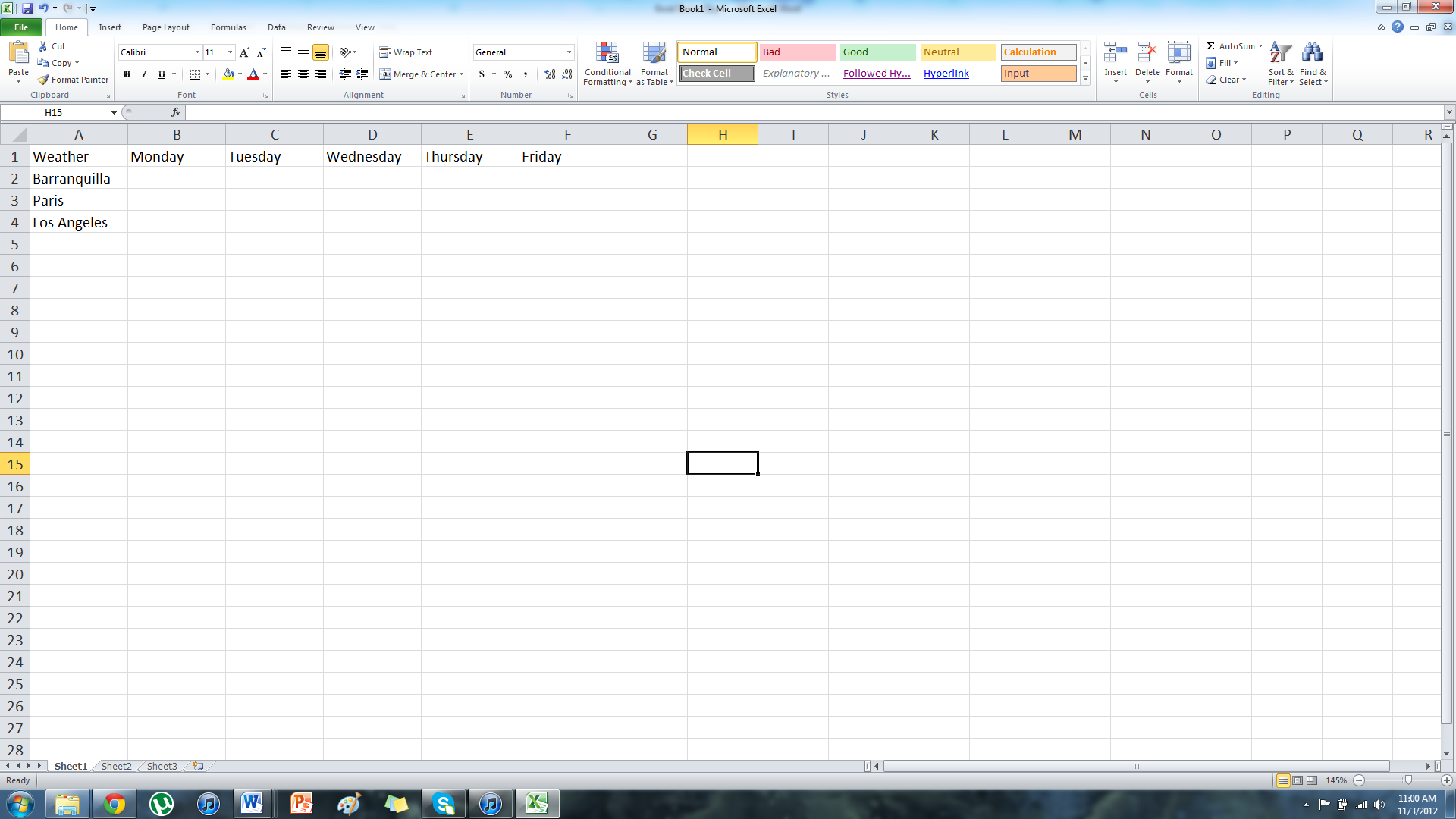
**Excel Basics Day 3**

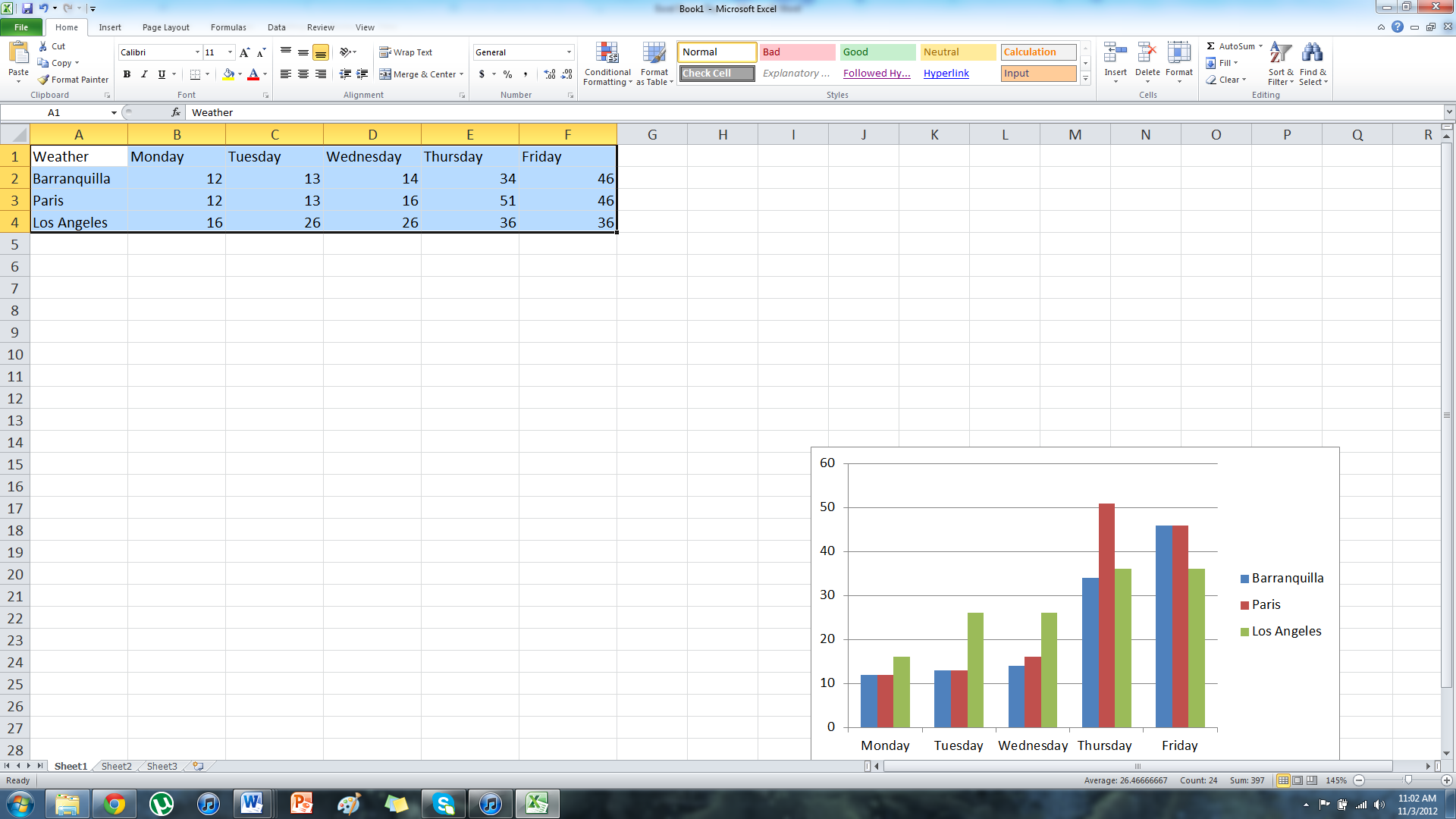
1. Open **Microsoft Excel**
2. Save your assignment as **Excel Basics Day 3**
3. On the **Home** tab, click **Format**, go down to **Column Width**, type **12** and press **Enter**.



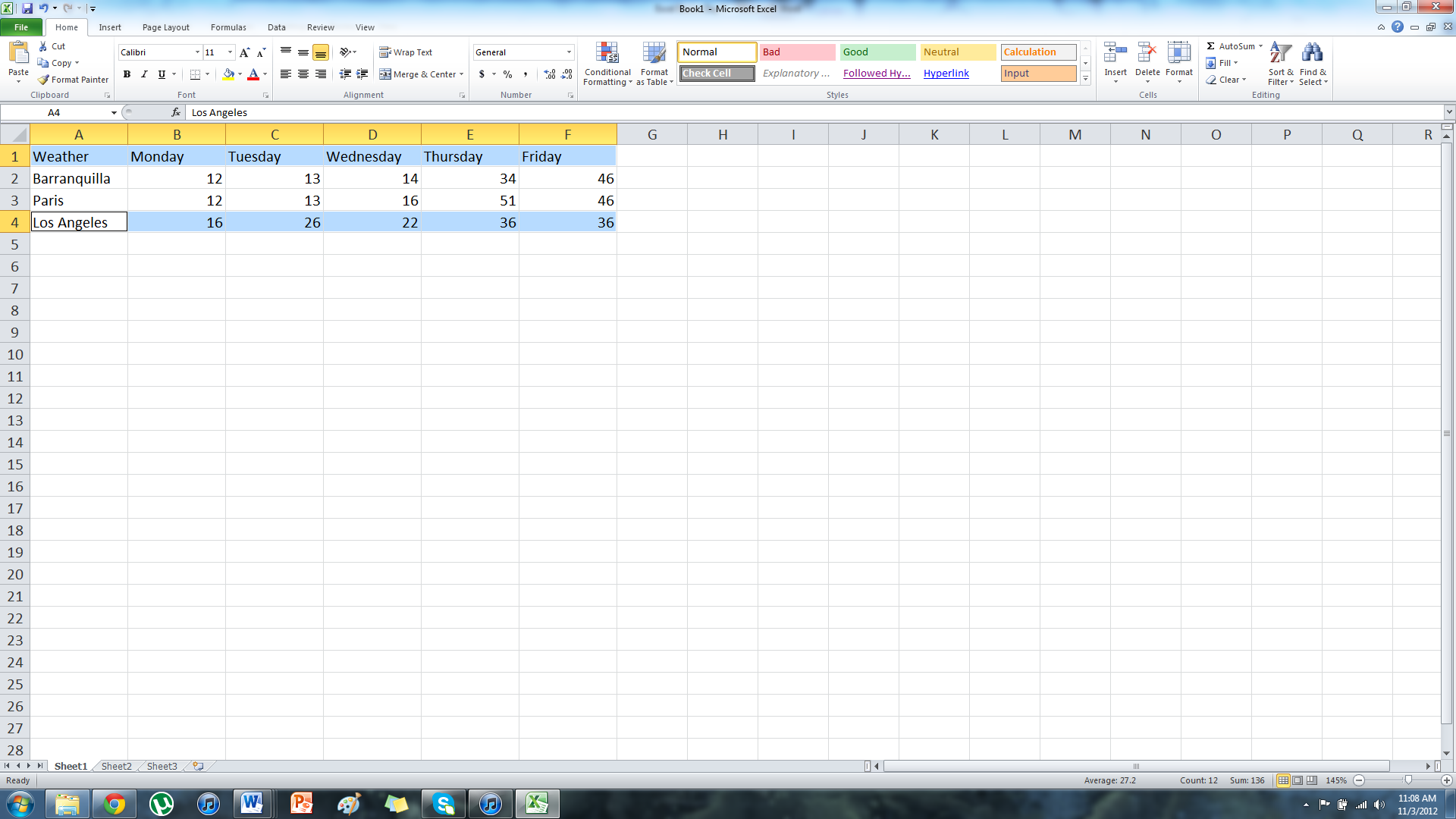
1. You can do this to change ALL the columns in your spreadsheet.
2. Now, set up a table that looks like this (Pick any 3 cities in the world):



1. Next, use google or yahoo! to find the weather forecast for next week in each city.
   1. (You might have different days on yours than in my example, just have 5 days)
2. Enter all the numbers into your table in **Celsius** (NOT in F or Fahrenheit)
3. Do not add the degree symbol or the letter C. Only enter the **numbers**.
4. Now, **select all** the information in your table.



1. Click the **Insert** tab, choose **Column** and insert the first chart – **Clustered Column**
2. You should see a Chart!
3. Try changing a few numbers in your Data. You should see the chart changes too!
4. Now, move your chart out of the way for now.
5. What if you want to only see the weather for one of your cities?
6. Select **the top row** (The row with the **Days** listed)
7. Now, hold down the **Control** key and select the **weather for your last city**.



1. You should see that **only 2 rows** are selected.
2. Now, make another **Clustered Column** Chart and it should only be for **1 city**.
3. **Save** your assignment (Press **Control** + **S**)
4. Move your second chart out of the way for now.
5. Select **all** your information again.
6. Try making a **line chart** this time. (Click the **Instert** tab, **line**,then choose one)
7. **Right click** on your charts and choose **Format Chart Area** at the bottom.
8. Try changing the **Fill**, **Border Color**, **Border Styles**, **Shadow**, **Glow**, and **3-D** of the chart. Find the settings you like the most! Then **Save**.