

RHP Computer Applications Class

11-4 Linking Excel Objects in Word Name _____



Start with a new Excel Workbook, and on Sheet1, input the following information:

	A	B	C	D	E	F	G	H	I	J	K
1		Football	Basketball	Baseball	Softball	Volleyball	Track	Other	Total		
2	Girls	3	18253	25266	23562	12688	9566	21566	110904		
3	Boys	25699	29855	32689	0	5422	11522	24885	130072		
4											

Next, add sum formulas in I2 and I3 to calculate the total number of participants.

Format the data cells (B2:I3) as numbers, with a comma separator.

Format cells A2:A3 and B1:H1 with a different color, bold font.

Add the title **Totals** to cell I1.

Your worksheet should now look like this:

	A	B	C	D	E	F	G	H	I	J	K
1		Football	Basketball	Baseball	Softball	Volleyball	Track	Other	Total		
2	Girls	3	18,253	25,266	23,562	12,688	9,566	21,566	110,904		
3	Boys	25,699	29,855	32,689	-	5,422	11,522	24,885	130,072		
4											

Next, select cells A1:H3 and copy these cells to the clipboard (either click on the copy icon, right click and choose copy, or type Ctrl-C,

Now, open up Word, and in a new document, type the following:

CIF Survey of High School Sports in the Southern Section

In a recent survey taken from High School athletes, it is shown that baseball and softball are the top sports participated in. The table below represents the data gathered during a three week period in the Spring of 2000.

Now, choose the Paste command to paste the worksheet into your Word document. The worksheet is inserted into Word as a Table. You can format the Table the same way you did before. If the Table is too wide to fit on the page, select the entire table and use a smaller font size.

After you have formatted the table, format the title, **CIF Survey of High School Sports in the Southern Section** with a larger font and underlined.

Now switch back to Excel (you can switch easily between programs by clicking on the appropriate button on the taskbar.

You will now make a pie chart for both girls and boys sports. Start by selecting the cells B2:H2. Click on the Chart icon.

Under chart type, click on pie, then click Next.

Click on the Series tab, and in the Category Labels field, click the small red arrow icon, and choose cells B1:H1. Click the Next button.

In the Chart title field, type **Girls' Sports**. Click the Legend tabs, and uncheck the Show Legend box. Click on the Data labels tab, and select Show label and percent. Click the Next button.

Finally, select *As new sheet in* and in the field, enter **Girls**. Click on Finish.

With the graph displayed, click on it anywhere to select it, and then copy it to the Clipboard. Switch to Word and paste the chart in your document. Size it so

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that it fits on the page. Add an outline border to the chart (under Format Object, Colors & Lines).

Go back into Word and make another Pie chart, this one for boys' sports. Use the same steps, except give the new sheet the name **Boys**, and the chart title should be **Boys' Sports**. Copy and paste this chart into the same Word document. Re-size both charts so that they fit on one page with the table you put in earlier.

Save it in your folder and then email it to rhp@denovodental.com with the subject of **Compapp 11-4 lastname**.