



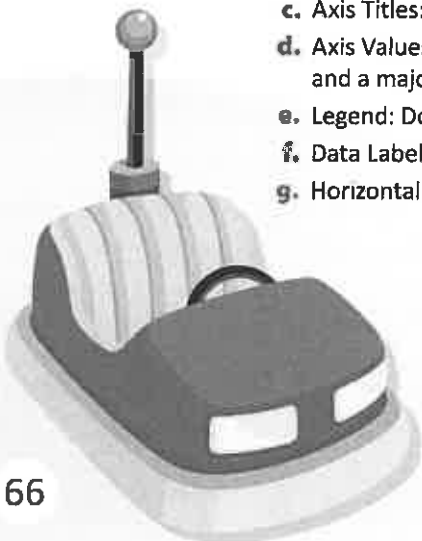
### Document Setup



<b>Startup:</b>	Create a New blank Microsoft Excel workbook.
<b>File Name:</b>	Save the workbook as Activity 17.
<b>Font and Size:</b>	Calibri, 11 pt. (unless otherwise noted)
<b>Header:</b>	Your Name - Activity # - Activity Title
<b>Orientation:</b>	Landscape
<b>Column Width:</b>	Resize columns to fit cell contents (unless otherwise noted).

### Instructions

1. Key the data as shown in Data Worksheet 17.1.
2. Select cell A3 and format to 20 pt.
3. Select cells A3 through H3 and merge and center align the text.
4. Select cells B4 through G4 and merge and center align the text.
5. Select cells A5 through H5, apply a thick bottom border, and center align the text.
6. To calculate the Season Attendance for the first ride (Bumper Cars), enter the following formula in cell H6: =SUM(B6:G6)
7. Select cell H6 and use the Auto Fill feature to fill the formula for the remaining rides in cells H7 through H10.
8. Select cells A6 through H10 and sort by Season Attendance in descending order.
9. Insert a column to the left of Ride Name for rank. Do not title this column.
10. Key 1 in cell A6 and key 2 in cell A7.
11. Select cell A6 through A7 and use the Auto Fill feature to number the rides 3 through 5 in cells A8 through A10.
12. Select cells B5 through H6 and create a column chart that compares each month's number of riders for Flumerator. Format the chart as follows:
  - a. Location: Place the chart on its own sheet, name the sheet Flumerator.
  - b. Chart Title: Title the chart Flumerator, center aligned above the chart, 18 pt.
  - c. Axis Titles: Do not show axis titles.
  - d. Axis Values: Format the axis value scale to a minimum value of 0, a maximum value of 2500, and a major unit value of 500.
  - e. Legend: Do not show a legend.
  - f. Data Labels: Show data labels for value.
  - g. Horizontal Axis: Show month names below each column.





13. Select cells B6 through B10 and I6 through I10 and create a column chart that compares the Season Attendance of the top five rides. Format the chart as follows:
  - a. Location: Place the chart on the same sheet as your data and position it so that it does not cover any data.
  - b. Size: Resize the chart to approximately 4" high by 9" wide.
  - c. Chart Title: Title the chart Top 5 Rides - Season Attendance Comparison, center aligned above the chart, 18 pt.
  - d. Axis Titles: Title the horizontal axis Ride Names and the vertical axis Number of Riders, and format to 16 pt.
  - e. Axis Values: Format the axis value scale to a minimum value of 0, a maximum value of 7000, and a major unit value of 1000.
  - f. Legend: Do not show a legend.
  - g. Data Labels: Do not show data labels.
  - h. Format the color of each column as follows: Flumerator (red), The Tentacle (orange), Ferris Wheel (green), Bumper Cars (blue), and Lil' Lollipops (purple).
14. Carefully proofread your work for accuracy. Use Ctrl + ` to display and check formulas.
15. Set the Print Area to include all cells containing data in each spreadsheet.
16. Print Preview and adjust the Page Setup so that each of the spreadsheets fits on one page.
17. Center the spreadsheets horizontally and vertically on the page.
18. Resave the file.
19. Print copies of the spreadsheets if required by your instructor.

## Data Worksheet 17.1

	A	B	C	D	E	F	G	H
1	EXCELLENT ADVENTURES							
2								
3	Comparison of Top 5 Rides							
4		Riders Each Month:						
5	Ride Name	April	May	June	July	August	September	Season Attendance
6	Bumper Cars	328	380	1002	1091	1003	388	
7	Ferris Wheel	283	402	1019	1060	1432	201	
8	Flumerator	609	714	1321	1987	1296	540	
9	Lil' Lollipops	141	243	1398	1075	1194	103	
10	The Tentacle	806	687	1517	1538	1413	499	