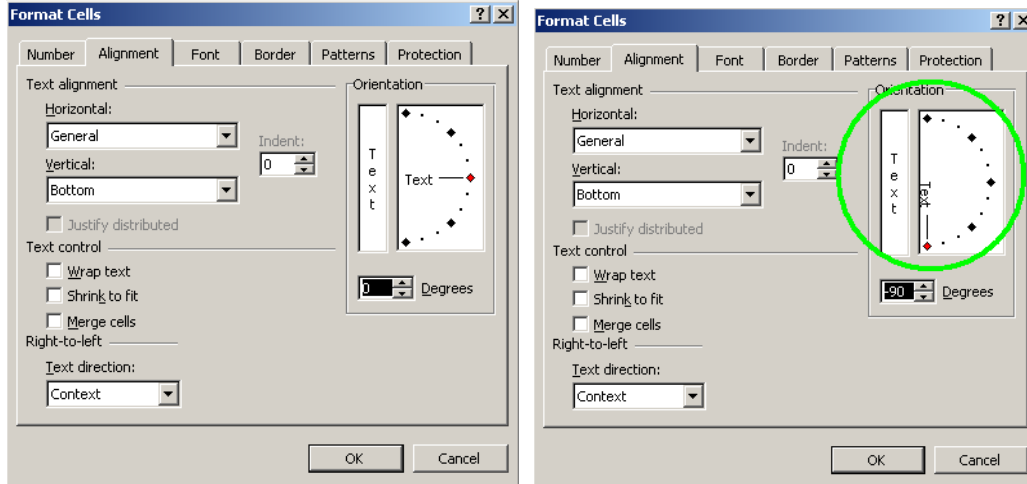


Cell Formatting and Print Options

Open the file body.xls on the I://

(a) Change the Orientation

- On "summary", select B6:O6.
- Choose Format > Cells.
- In the Alignment tab, change the orientation of the text.



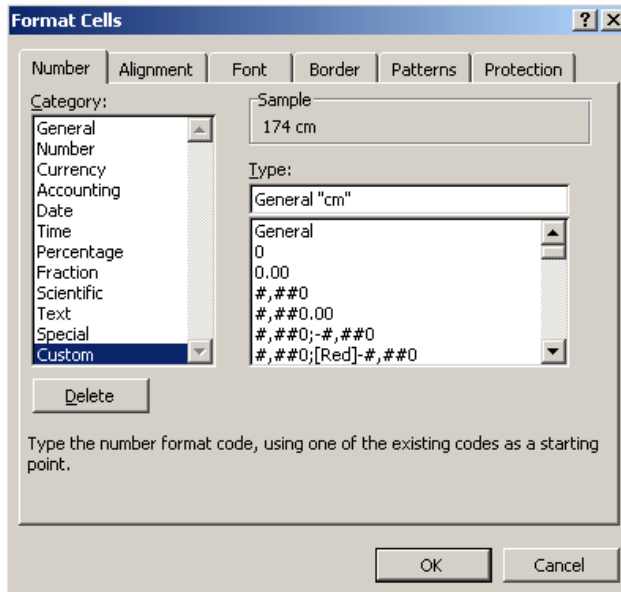
- Resize the column widths by clicking on the line between each column.

	A	B	C	D	E	F	G
	Chest Girth	Waist Girth	Navel Girth	Hip Girth	Thigh Girth	Bicep Girth	Forearm Girth
1							
2	89.5	71.5	74.5	93.5	51.5	32.5	26
3	97	79	86.5	94.8	51.5	34.4	28
4	97.5	83.2	82.9	95	57.3	33.4	28.8
5	97	77.8	78.8	94	53	31	26.2
6	97.5	80	82.5	98.5	55.4	32	28.4
7	99.9	82.5	80.1	95.3	57.5	33	28

- Repeat the process for "Body", A1:O1

(b) Change Cell Formatting

- On "body", select the numbers in column N. Click on N2 and press Shift + Ctrl + Down.
- Choose format > cells
- On the Number tab, choose custom as the category.
- Choose general as the base and add "cm" to the end.



- Click OK.
- The entire column ought to have cm inserted at the end.
- Repeat the process for the age column (add years to the end).
- Repeat again for the weight column (add kg to the end)

(c) Fill in the formulas on Summary.

- To get C1, try some keyboard shortcuts.
- Click in C1.
- Type = count(
- Click on the body tab, click on A2
- Hold Down Shift-Ctrl-Down to select all of the data
- Type)
- Press enter.

Note: the keyboard shortcut saves you scrolling down.

For the men and women, you will need to select part of the data set.

(d) Graphs

<p>In this section, you will make 4 graphs.</p> <p>For each of the following 4 graphs:</p> <ul style="list-style-type: none"> - Add titles to all of these scatter-plots. - Add labels to the axis - Remove the legend. 	<p>The 4 graphs:</p> <ul style="list-style-type: none"> • FG • AB • JH • BN
--	---

In the Body tab, we will graph two columns next to each other. (F and G)

- Click on F2.
- Press Shift and the Right Arrow Once. G2 should now also be selected.
- Press Ctrl + Shift + Down
- Make the scatter-plot.

Repeat the process for A and B.

In the Body tab, we will graph two columns that aren't next to each other (J and H)

- Click on H2

- Press Ctrl + Shift + Down Key
- Press Ctrl AND Click on J508.
- Press Ctrl + Shift + Up Key
- One extra cell is highlighted (J's title). Press Shift + Down to de-select it.
- Now H2:H508 and J2:J508 are selected. Graph them in a scatterplot.

Repeat the process for B and N.

(e) Adding a password

- Tools > Protection
- Protect Workbook
- Add a password.
- Save your worksheet.
- Close Excel.
- Open it again and try your password.

(f) Setting Print Areas

- A trick that we can use in Excel to make nice reports is to choose some of the file to print.
- On the description sheet, Select A1:G10.
- Choose Print Area > Set Print Area.
- The edges of the Area will have dashed lines.

	A	B	C	D	E	F	G	H	
1	NAME: Exploring Relationships in Body Dimensions								
2	TYPE: Observational								
3	SIZE: 507 Observations, 25 Variables								
4									
5	DESCRIPTIVE ABSTRACT:								
6									
7	This dataset contains 21 body dimension measurements as well as age,								
8	weight, height, and gender on 507 individuals. The 247 men and 260								
9	women were primarily individuals in their twenties and thirties, with a								
10	scattering of older men and women, all exercising several hours a week.								
11									

- The remainder of the page will not be printed.