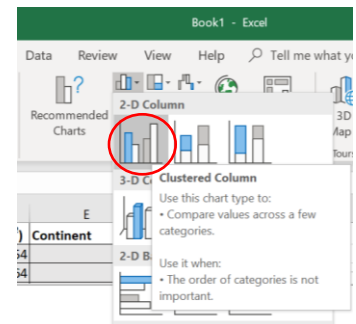


Introduction to Excel Instructions

Helpful Hint: If you do not follow these instructions EXACTLY, you will make mistakes.

1. Fill out the three columns of data on your spreadsheet using Google and your brain.
2. Sort your countries based on continent.
 - a. Right now, all your countries are in alphabetical order, but we want them to be grouped by continent.
 - b. Highlight all your data (including the titles) by clicking on box B1, dragging over to E1 and down to E26
 - c. Click the “Data” tab at the top of the Tool Bar
 - d. Click “Sort”
 - e. Change the “Sort by” drop down from “Country” to “Continent”
Your data should now be sorted by continent!
3. Calculate the MEAN of Population Size and the Land Size.
 - a. In the **RED** box, type “=average(”
 - b. Highlight all the population size numbers for all of the countries by clicking box C2 and dragging down to box C26.
 - c. Type “) ” and hit ENTER
You have just calculated the mean population size for all of the countries!
 - d. Click on the **RED** box and hover your mouse over the bottom right-hand corner. Your mouse should look like a little **+** sign.
 - e. Click and drag the **+** sign into the **BLUE** box. This copies the mean formula into the column for land size.
You have just calculated the mean land size for all of the countries!
4. Graph Population Size of each country
 - a. Highlight your Country and Population Size Columns **EXCLUDING** the “Mean” row and the **RED** box.
 - b. Click the “Insert” tab at the top of the Tool Bar
 - c. Click the Column Graph option by “Recommended Charts”
You should have a bar graph of the population sizes for each country!



5. Graph Population Size and Land Size to see if there is a correlation between the two!
- Highlight all your Population Size and Land Size data (just the numbers) **EXCLUDING** the **RED** and **BLUE** boxes.
 - Click the “Insert” tab at the top of the Tool Bar
 - Click the Scatter Plot option by “Recommended Charts”
 - Add axis titles by selecting the graph and clicking the “Design” tab at the top of the Tool Bar
 - Click “Quick Layout” on the left-hand side of the Tool Bar
 - Select the first option
 - Title your graph and the axes ($y = \text{Land Size}$, $x = \text{Population}$)

