

Microcomputer Proficiency Exam
Exam #2

On the disk you have been given you will find the Excel file PED.XLS. This file contains data for the number of pedestrians that were killed in the United States during 1994 in motor vehicle crashes. Perform the following procedures in Excel.

1. Calculate the total number of pedestrian fatalities that occurred during weekdays. Calculate the percent of all weekday fatalities that occurred during each of the given times of day.
2. Calculate the total number of pedestrian fatalities that occurred during weekends. Calculate the percent of all weekend fatalities that occurred during each of the given times of day.
3. Calculate the total number of fatalities that occurred during each time of day (i.e., add weekday and weekend fatalities for each time of day). Calculate the percent of all pedestrian fatalities that occur during each time of day (weekdays and weekends combined).
4. Format your percentage data so that percentage signs and only one decimal place is shown.
5. Create a bar graph for the percent of all fatalities by the time of day (i.e., the figures in column G).
6. Create a memo in Word describing the most dangerous times of day and the least dangerous times of day for pedestrians.
7. Import your completed spreadsheet into your memo.
8. Import your bar graph into your memo.
9. Save your Excel and Word documents with the filename PEDxxx (where xxx are your initials).

Pedestrians Killed by Time of Day and Day of Week

Time of Day	Day of Week				Total	
	Weekday		Weekend		Number	Percent
	Number	Percent	Number	Percent		
12:00-2:59 a.m.	188		450			
3:00-5:59 a.m.	142		211			
6:00-8:59 a.m.	346		63			
9:00-11:59 a.m.	281		96			
12:00-2:59 p.m.	382		98			
3:00-5:59 p.m.	601		159			
6:00-8:59 p.m.	694		665			
9:00-11:59 p.m.	470		592			
Total						

