

## Excel Exercise #6: Special Formats and Exporting to Word

### Formatting a Spreadsheet:

1. Enter the following information into a spreadsheet.

	A	B	C	D	E
1		POLITICAL IDEOLOGY			
2	VOTE	Liberal	Moderate	Conserv	Total
3	Clinton	369	375	179	923
4		69.8%	54.4%	24.3%	47.2%
5	Bush	69	181	438	688
6		13.0%	26.3%	59.3%	35.2%
7	Perot	91	133	121	345
8		17.2%	19.3%	16.4%	17.6%
9	Total	529	689	738	1956

2. Bold the text in cells **C1** and **A2**. (Note: The variable label **Political Ideology** is entered into cell **C1** and is centered.)

3. Highlight the cell range **A1:A9**. Open the Format menu, select the Cells... command, click on the Border tab, select the double lines from the Style options (the seventh choice from the top in the right hand column). Then select the right border (the second button from the right under the "Text" box) from the Border options. This will place double lines on the right border of these cells.

4. Highlight the cell range **A2:E2**. Repeat the steps in the previous step, but select the bottom option under the Border options (the third button from the top to the left of the "Text" box). This should place a double line at the bottom of these cells.

5. Highlight the cell range **A1:E9**. Open the Format menu, select the Cells... command, click on the Border tab, select the third line (from the top) in the left column under the Style options. Then select Outline under the Preset options. This will place a border around the entire chart.

6. Highlight the cell ranges **B4:E4**, **B6:E6**, and **B8:E8**. Open the Format menu, select the Cells... command, click on the Border tab, select the bottom line in the left column under the Style options. Then select Bottom under the Border options. This will place a line at the bottom of these three rows.

7. Highlight the cell range **B3:D8**. Open the Format menu, select the Cells... command, click on the Border tab, select the bottom line in the left column under the Style options. Then select Right under the Border options. This will place a line at the right of these cells.

8. Highlight the cell range **A1:A9**. Open the Format menu, select the Cells... command, click on the Patterns tab. Under the Color option in Cell Shading select the fourth color (from the top) in the far right hand column (a light grey shade). Highlight the cell range **B1:E2** and follows these same steps again.

9. Create a pie chart presenting the vote choice in the 1992 presidential election for the respondents in the 1994 General Social Survey. Highlight the cells **A3, A5, A7, E3, E5,** and **E7**. Open the INSERT menu, select CHART

Step 1: Chart Type

Select Pie. A set of pie charts should appear on the screen. Click on the first pie chart in the top row. Once you have selected the type of pie chart you would like, click on NEXT.

Step 2: Chart Source Data

If the cell range for the data and the series source are correct, then click on NEXT.

Step 3: Chart Options

a. With the tab “Titles” highlighted, type in the following information next to each of the title options.

Chart title: **1994 General Social Survey**

b. Click on the “Legend” tab. Turn off the legend. Click on the check mark to the left of the “Show Legend” option. The check mark should disappear.

c. Click on the “Data Labels” tab. Why don’t we show the category labels and percent of each category above right on the chart. Point the cursor arrow to the empty circle to the left of “Show label and percent” and click.

d. After you have selected the chart options you want, click on NEXT.

Step 4: Chart Location

Click on the empty circle to the left of the “As new sheet” option. The text bar to the right of this option with the word “Chart1” should now be highlighted. Give the sheet that the chart will appear on a more descriptive label. Type “GSS Vote” and click on FINISH.

Your chart should look like the one on an attached page.

The pie chart should appear on the screen. Modify the title in the following manner. Click on the chart title (a grey box should appear around the title). Move the cursor to the formula bar and click. Type the title **1994 General Social Survey:**, then hold down the CRTL key and press the ENTER key (this will allow you to enter another title on a second line), type **1992 Presidential Vote**, then press the ENTER key.

### Exporting an Excel Item into a Word Document:

10. Minimize Excel by clicking on the third button from the right at the top, right of the screen (this should be a button with the underscore character on it). Open Microsoft Word and type the memo that appears on page 4 of this exercise.
11. Minimize Word just as you had minimized Excel a few minutes ago. Click on the Excel icon to reopen the spreadsheet that you created earlier in this exercise.
12. Click on the Sheet 1 tab to view the spreadsheet. Highlight the cell range **A1:E9**. Click the Copy button. Minimize Excel again.
13. Reopen the Word document (the memo). Place the cursor in the blank space beneath the first paragraph. Open the Edit menu, select the Paste Special... command, and select the Picture option. Click on the Center button to center the table on the page.
14. Minimize Word and reopen Excel. Click on the Chart 1 tab and click on the Copy button. Minimize Excel and reopen Word. Move the cursor to the blank space below the sentence that begins: “Provided below is a pie chart...” Open the Edit menu, select the Paste Special... command, and select the Picture option. Click on the center button to center the chart on the page.
15. The chart is rather large. Resize it so the memo fits on one page. Click on the chart (a black border should appear around the chart). Move the cursor to the small black box in the upper right hand corner of the border around the chart. At this point the cursor should turn into a diagonal line with arrow heads at both ends. Click and drag the cursor down to the left. The chart should become smaller (but still proportional) the lower and farther to the left you drag the cursor. Reduce the size of the chart until the entire memo fits on to one page. An example of the completed memo is shown on page 5 of this exercise.
16. Save both the Word document and Excel spreadsheet, and exit each software.

Department of Political Science  
University of Tennessee, Knoxville

**MEMORANDUM**

**DATE:** September 27, 1996  
**TO:** Professor Doe  
**FROM:** your name  
**RE:** 1992 Presidential Vote

As you requested, below is information pertaining to the impact of an individual's political ideology on their vote choice in the 1992 presidential election. The data is taken from the 1994 General Social Survey that was conducted by the National Opinion Research Center.

Provided below is a pie chart that reports the responses to the vote choice question.

If you have any additional questions, please let me know.

Department of Political Science  
University of Tennessee, Knoxville

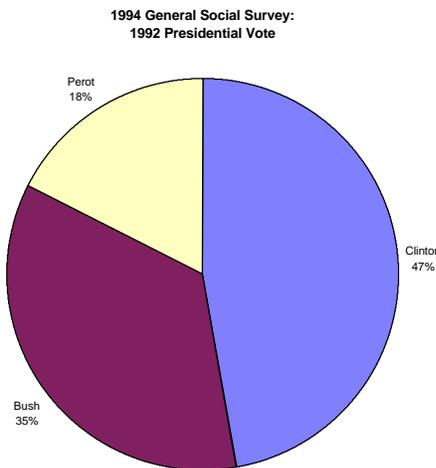
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