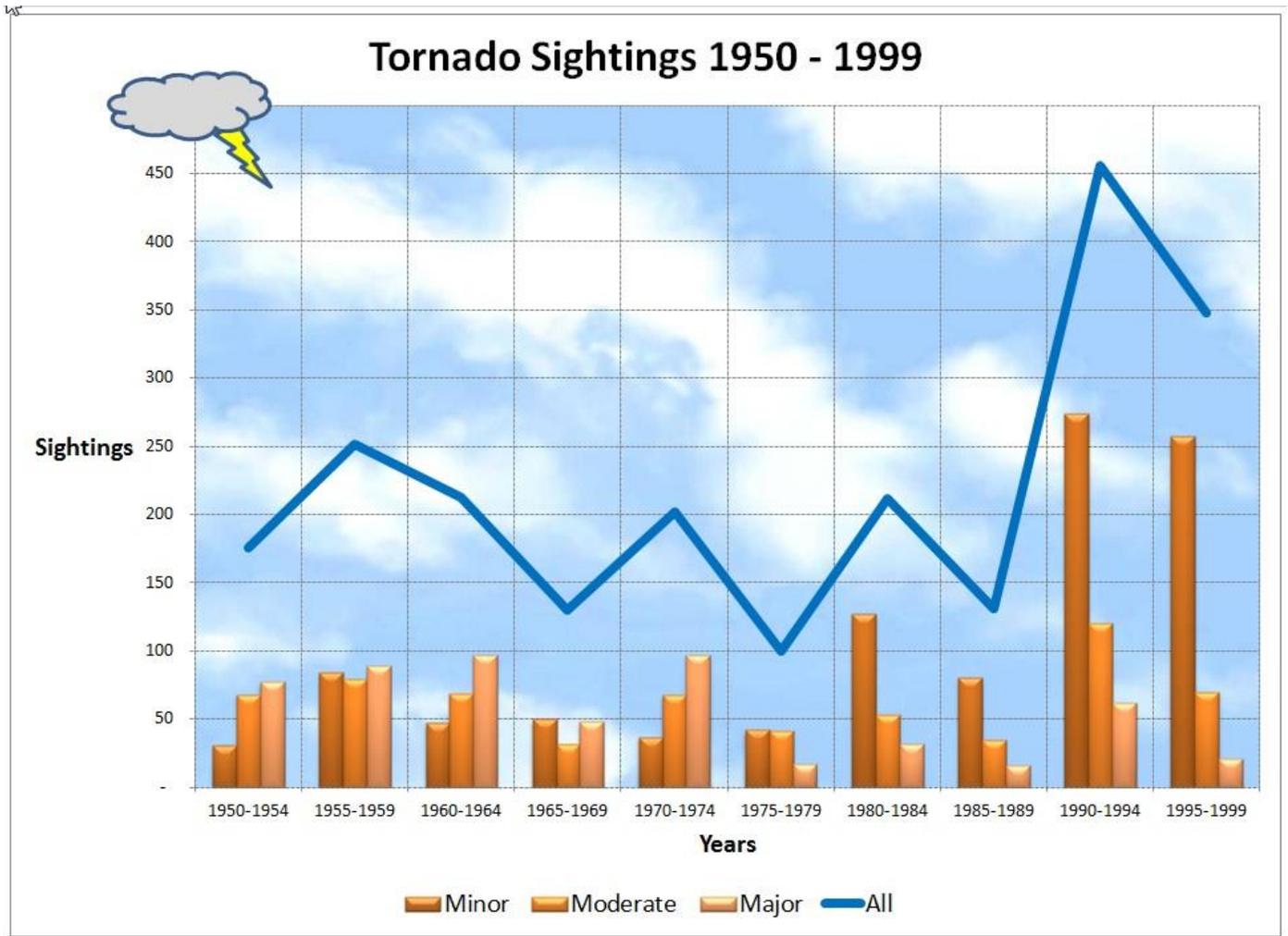# Intro To Computers
Excel #14 – Midwest Tornado Institute

Objective: Report on the minor, moderate, and major tornado sightings in five-year periods during the second half of the twentieth century.

Tornado Sightings 1950 - 1999

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_14* using your first and last name.

2. Download the *excel_14.zip* file from *http://www.missblomeyer.com*. Copy *Tornado.xlsx* and put it in your *first_last_excel_14* folder. Delete *excel_14.zip*.

3. Open *Tornado.xlsx* and make the following changes:

   a. Select the range A3:E13, and insert a 2-D clustered column chart.

   b. Move the chart to a chart sheet named **Sightings Chart**. The Sightings Chart sheet should be the first sheet in the workbook.

   c. Change the style of the chart to Style 32.

   d. Insert a chart title **Tornado Sightings 1950 - 1999** at the top of the chart area and set its font size to 24 points.

   e. Add the vertical axis title **Sightings** in a 14-point font with horizontal orientation. Add the horizontal axis title **Years** in a 14-point font.

   f. Move the legend to the bottom of the chart and set its font size to 14 points.

g. Change the line style of the horizontal gridline from a solid line to a dashed line. (In the Chart Tools Layout tab, find the Gridlines pull-down in the Axes group. Select Primary Horizontal Axis and then More Primary Horizontal Axis Options. In the Format Major Gridlines dialog box, select Line Style on the left, and then use the Dash type pull-down to select the dashed line.)

h. Add vertical gridlines to the major tick marks in the chart. Display the gridlines as dashed lines.

i. Change the chart type of the All data series from a column chart to a 2D line chart. Change the color of the line to a standard blue.

j. In the upper-left corner of the chart, insert a cloud shape. Look at the example for placement of the cloud. Set the width of the cloud to 1.2". Set the height to 0.5". Set the fill color of the cloud shape to a light gray.

k. Adjacent to the cloud shape, insert a lightning bolt shape with a height of 0.48" and a width of 0.42". Set the fill color of the shape to yellow.

l. Group the cloud and lightning bold shapes.

m. Select the plot area and change the fill to a picture fill using the Cloud.jpg file.

n. Make sure the Sightings Chart tab is selected. Save the *Tornado.xlxs* file, exit out of Excel.

4. Zip your *first_last_excel_14* folder. Turn in your *first_last_excel_14.zip* file.