

Intro To Computers Excel #7 – Iowa

Objective: Create and format a worksheet to analyze the 2004 presidential election in Iowa. The formats should quickly show which candidates won at the state and county levels as well as the margin of victory. Counties that went heavily Democratic or Republican should have formats that reflect this fact.

Here is a preview of a portion of the worksheet you will format:

	A	B	C	D	E	F
1	2004 Presidential Election					
2						
3	Iowa Vote Totals					
4	State	Counties	Candidate	Votes		%
5	Iowa	99	George W. Bush (Rep)	746,600		50.46%
6			John F. Kerry (Dem)	733,102		49.54%
7			Total	1,479,702		
8						
9	County-by-County Totals					
10	County	Precincts	Candidate	Votes		%
11	Adair		Bush	2,393		56.63%
Kerry			1,833		43.37%	
Total			4,226			
14	Adams		Bush	1,313		57.44%
Kerry			973		42.56%	
Total			2,286			
17	Allamakee		Bush	3,523		50.62%
Kerry			3,437		49.38%	
Total			6,960			
20	Appanoose		Bush	3,338		52.20%
Kerry			3,047		47.80%	
Total			6,375			
23	Audubon		Bush	1,951		54.96%
Kerry			1,599		45.04%	
Total			3,550			
26	Benton		Bush	6,634		49.79%
Kerry			5,690		50.21%	
Total			13,324			
29	Black Hawk		Bush	27,825		44.56%
Kerry			34,614		55.44%	
Total			62,439			
32	Boone		Bush	6,809		49.47%
Kerry			6,956		50.53%	
Total			13,765			
35	Bremer		Bush	6,662		52.52%
Kerry			6,022		47.48%	
Total			12,684			
38	Buchanan		Bush	4,785		46.28%
Kerry			5,555		53.72%	
Total			10,340			
40						

- In your *Intro to Computers* folder, create a folder titled *first_last_excel_7* using your first and last name.
- Download the *excel_7.zip* file from <http://www.missblomeyer.com>. Copy *Iowa.xlsx* and put it in your *first_last_excel_7* folder. Delete *excel_7.zip*.
- Open *Iowa.xlsx* and make the following changes:
 - In the Iowa worksheet, apply the Title style to cell A1, and then apply the Heading1 style to cells A3 and A9.
 - Apply the Accent3 style to the range A4:F4.
 - Center the heading text in the range D4:F4.
 - Use the Format Painter to copy the formats from A4:F4 to A10:F10.
 - In the range D5:D7, format the numbers with the thousands separation (,) and no decimal places.
 - In the range F5:F7, format the numbers as percentages with two decimal places.
 - Merge cells A5:A7 and then left- and top-align the cell contents.

- h. Merge cells B5:B7 and then right- and top-align the cell contents.
 - i. Merge cells E5:E7.
 - j. Add border lines around each cell in the range A4:F7.
 - k. Format the range C5:D5 as white text on a standard red background.
 - l. Format the range C6:D6 as white text on a standard light blue background.
 - m. Copy the format (how?) from the range A4:F7 to A10:F13.
 - n. Add a double bottom border to the range A11:F13, and then copy the format to the larger range A14:F307. (Excel repeats the format until it fills up the larger range.)
 - o. Select the range E5:E7 and E11:E307, which shows the difference in votes between the Republican and Democratic candidates. Create a highlight rule to format cells with values greater than zero (indicating a Republican winner) in red text on a red background (thus, obscuring the text). (Hint: In the *Greater Than* dialog box, click *Custom Format* in the list to open the *Format Cells* dialog box, and then use the Font tab and the Fill tab to select the colors.) Create a second highlight rule to format cells with values less than zero (indicating a Democratic winner) in light blue text on a light blue background.
 - p. Reduce the width of column E to 3 characters.
 - q. Select the range F5:F7 and F11:F307, which shows the vote percentages for each candidate. Apply green data bars and left align the cells.
 - r. Increase the width of column F to 23 characters.
 - s. Set the zoom level of the workbook to 80%.
 - t. Put the cursor in cell A1.
 - u. Save the *Iowa.xlsx* file, exit out of Excel.
4. Zip your *first_last_excel_7* folder. Turn in your *first_last_excel_7.zip* file.