**Lesson 14: Formatting Tables**  
  
**1. Define the following vocabulary:**

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| **Word** | **Definition** |
| format | To change or modify existing info |
| convert | Command that will convert a table back to its original cell |
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**2. Explain the following:**

1. Formatting information as a table: First, select cells you want to format. Next, click format as table on the home tab. When a variety of tables appear, click one to apply. The cells you have selected will appear in a dialog box, and can be changed if necessary. Finally, if your table has headers, check the box that says my table has headers and click ok for effect.
2. Convert a table back to normal cells: To convert a table back into normal cells, first click the convert to range command in the tools command group. The filters and design tabs then go away, but your cells retain their previous data.
3. Add rows or columns to a table: First, select any cell in the table, and in the design tab click the resize table command. Then select your original table cell range, and to expand select the new desired range of the table.

**3. Critical Thinking**

1. What are the six table style options that you have in Excel? What can you do to each of them? The six different styles are: **Header Row, Total Row, Banded Rows, First Column, Last Column,** and **Banded Columns.**  Each one of them have different functions that make your table look different. To see different effects, experiment to see their differences.

**Lesson 17: Working With Charts**

**1. Define the following vocabulary:**

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| **Word** | **Definition** |
| chart | A tool used to communicate information on a graph |
| Vertical axis | The y axis or the vertical part of the chart |
| Horizontal axis | The x axis or the horizontal part of the chart |
| legend | The part of a chart that identifies the different colors with their value |

**2. Explain the following:**

1. Create a chart: First select the cells you want to chart. Then, in the insert tab select charts. Once you’ve done that, select the type of chart you would like and it will appear in the worksheet.
2. Switch row and column data: First, select the chart you want modify. Then, in the design tab, select the switch row/column command to change the way the chart is set up.
3. Move the chart to a different worksheet: To move a chart to a different page, go to the design tab. Click the move chart command, and when the dialog box appears, enter the worksheet you want the chart moved to. Press ok to apply changes.

**3. Critical Thinking**

1. What type of chart would you use to compare data? Describe the parts of the chart that make it ideal for comparing. The chart I would use to compare data is the column chart. It compares different types of data and organizes them into colors and columns. For me, this is the easiest and best way to compare different kinds of data.