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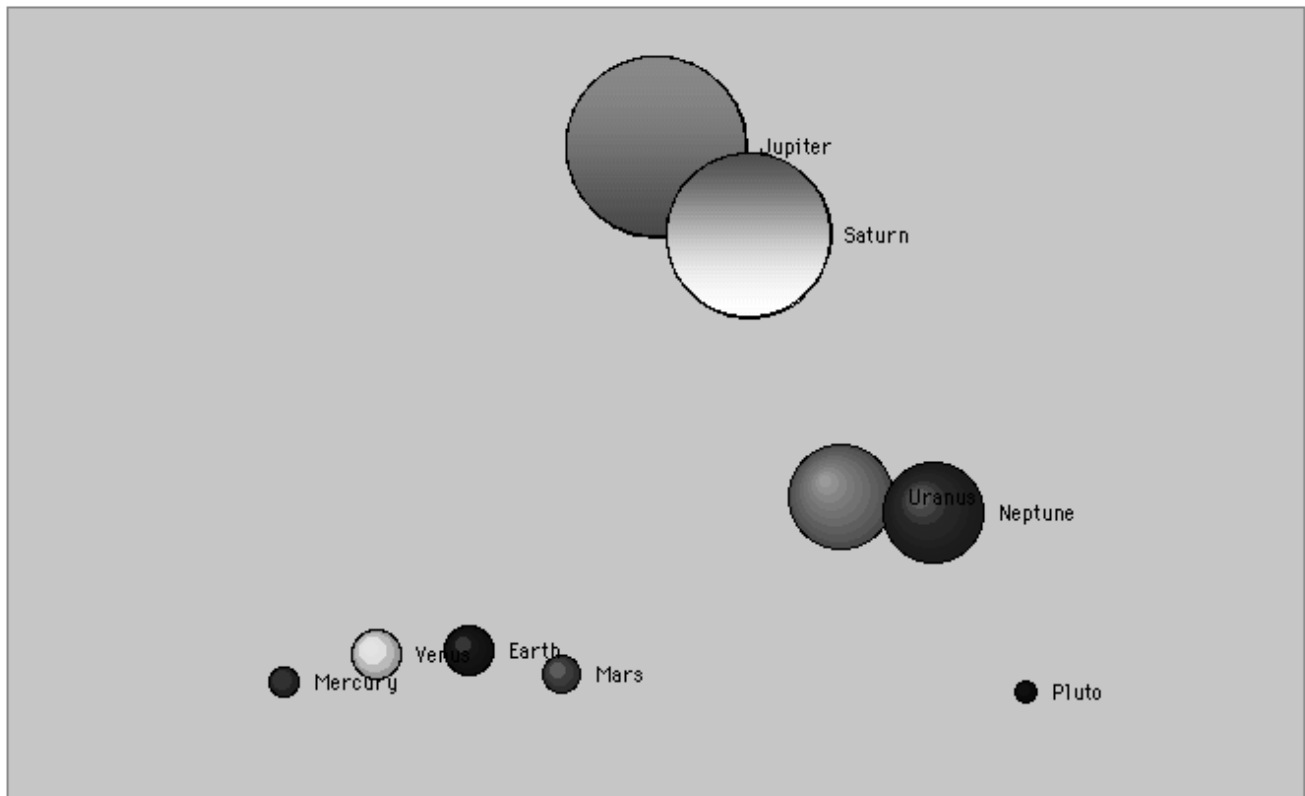
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# Lab 5 *(cont.)*

## C. Format the Data

1. Click once on the bubble that represents the planet Mercury. This will highlight all of the nine planets by showing an anchor point at your center. Now click on Mercury once again, which will highlight only that particular bubble.
2. Double click on the bubble representing Mercury
3. In the **Format Data Point** window, click on the **Patterns** tab.
4. Select the box that is dark gray and click on the **OK** button. Mercury should now be displayed as dark gray on your chart.
5. Using the colors shown in the table, repeat this procedure for the remaining planets. To display multi-colors for planets like Jupiter and Saturn, click the **Fill Effects** button and select the **Gradient** tab. Then you can choose two specific colors and arrangements for your gradient. Once you have completed altering all of the colors for your planets, your chart will be complete.

**Relative Size of the Planets**



This completes the activity.

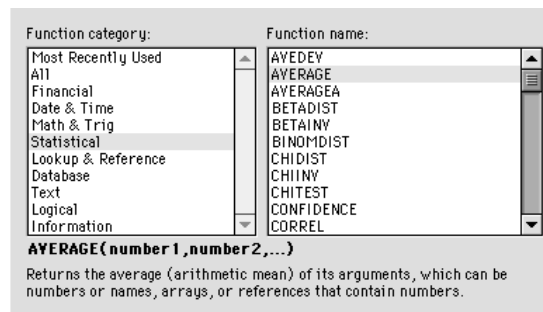
Remember to save your file.

# Lab 16 *(cont.)*

7. Click in cell B1. Type (*Total Cost of Staple Food Items*).
8. Change the style to Bold, center the label, and adjust the column width.
9. Click the **B** located at the top of column B. This will highlight the entire column.
10. Go to the **FORMAT** menu. Drag your mouse down to select **Cells**. Click on the **Number** tab.
11. Select **Currency** from the **Category** list. Click on the **OK** button. Now when you enter your numbers in the cells of column B, they will be displayed as currency.
12. Now enter the costs into column B for each location shown in the previous table.
13. Center all of the numbers in column B.

	A	B
1	<b>Location</b>	<b>Total Cost of Staple Food Items</b>
2	London, England	\$23.19
3	Rome, Italy	\$27.38
4	Madrid, Spain	\$28.14
5	Paris, France	\$30.10
6	Tokyo, Japan	\$74.23
7	United States	\$18.79

14. Click in cell A8. Type the label (*Average Cost*).
15. Click in cell B8. Go to the **INSERT** menu. Drag your mouse down to select **Function**.
16. In the **Paste Function** window, select **Statistical** under the **Function Category** list. Then select **Average** in the **Function Name** list.



17. Click the **OK** button. This will bring up the **Average Function** window. The Number 1 box should display that cells B2 through B7 have been selected.
18. Click the **OK** button. The world average cost of staple food items, which is \$33.64, should now be displayed in cell B8.

	A	B
1	<b>Location</b>	<b>Total Cost of Staple Food Items</b>
2	London, England	\$23.19
3	Rome, Italy	\$27.38
4	Madrid, Spain	\$28.14
5	Paris, France	\$30.10
6	Tokyo, Japan	\$74.23
7	United States	\$18.79
8	<b>Average Cost</b>	\$33.64

19. Save your data at this point and continue with part B.