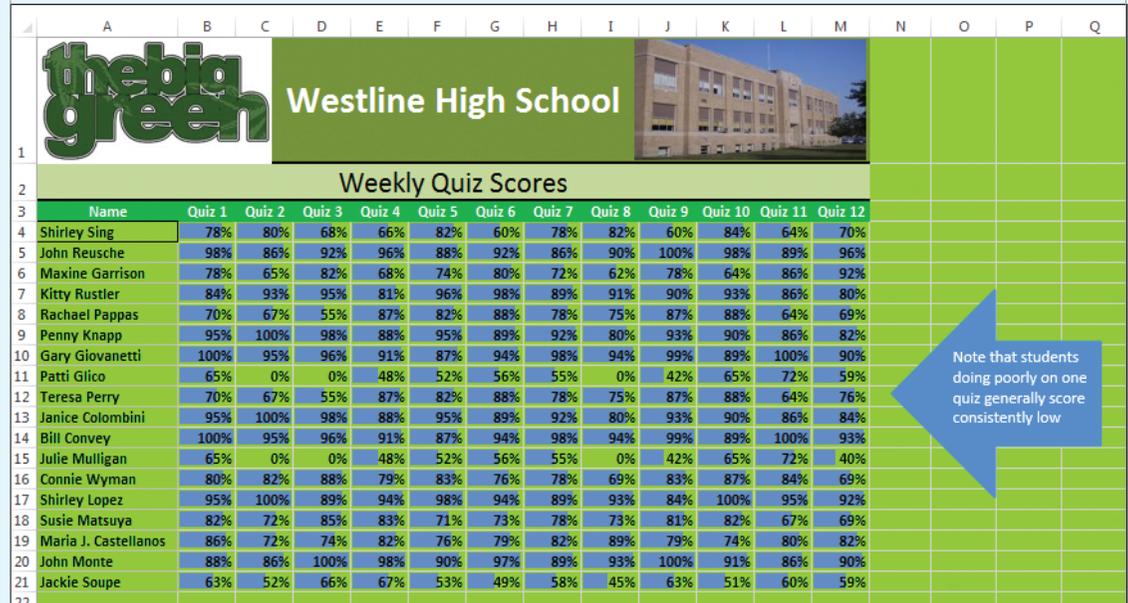


HANDS-ON-EXERCISE: WORK IT OUT EX-3A-E3

In this exercise, you are in your first semester as a high school English teacher. You give weekly quizzes in your class and want to display data showing your students' quiz scores. You will use an Excel spreadsheet to show the data and to highlight significant trends in quiz scores. The final worksheet is shown in Figure EX-3A-1.

FIGURE EX-3A-1 Work It Out EX-3A-E3: completed



- 1 Locate and open the exercise data file **ex03a-ex03.xlsx**. Save the file as **ex03a-hw03.xlsx**.
- 2 You have decided to show the quiz scores graphically. Use the Quick Analysis button to apply a conditional formatting data bar to cells B4:M21.
- 3 Insert the left arrow shape from the Block Arrows group to the right on the right of the data. Place the words “Note that students doing poorly on one quiz generally score consistently low” in the shape.
- 4 Resize the shape and format the text as shown in Figure EX-3A-1.
- 5 Insert the **hw03 background** in the worksheet.
- 6 Insert the picture **big green** into the spreadsheet, size it, and place it to the left of the title as shown in Figure EX-3A-1.
- 7 Insert the clip art image **school** into the spreadsheet, size it, and place it to the right of the title as shown in Figure EX-3A-1.
- 8 Save and close the workbook file.