

	A	B	C	D	E	F	G	H	I	J
1	Student Name									
2	Class period									
3	State Population Graphs from Pioneer									
4										
5	State	White	African American	Hispanic	Asian	2 ore More Races	American Indian	Pacific Islander	Total	
6	Hawaii								=SUM(B6:H6)	
7	Utah									
8	New York									
9	Iowa									
10	California									
11	Vermont									
12	Florida									
13	Total	=sum(b6:b12)								
14	Percentage	=B13/\$I\$13	Warning: Enter this formula after you enter all data! Read directions below.							
15	<ol style="list-style-type: none"> 1. Create this spreadsheet in Excel and save it as you're working (shortcut key: CTRL+S) 2. Open up the web, go to www.pioneer.uen.org. Click on Culture Grams --> States Edition. Using the map, click on the first state on your list, then on the left, click on Population. Read the graph and write down the percentages on a scratch piece of paper. Please do not write on these instructions. Do this for each State on your spreadsheet. 3. Back in Excel, select B6-H12. Home-->Number Group. Press the Precentage Button. Starting in B6, type the data in the cells. 4. Use the AutoFill square in the lower corner of the cell to copy the formula from I6 down to I12. Do the same for the formula from B13 across to I13. 5. Enter the formula in B14. You type =B13/I13, press the F4 key, and then enter; the \$ will appear around I13 in your formula. The F4 key locks in the I13 so when you copy it - all of the formulas on that row divide by I13. 6. Select A5 to H12. Insert-->Column Graph-->2D Column. Make sure your chart is selected. Double click on the Chart Title. Type your name and class period in the title. Move your chart off to the side. 7. Save the project! Add in 3 small pictures (either above or below your data). 8. Add Gridlines and change the orientation to Landscape. 9. Select your chart. CTRL+P. Print just the chart. Pick it up from the printer. Delete your chart from your page. Print the spreadsheet (it will be 1 page). Staple them together. Turn in. Return these instructions to the tray. 									
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