Excel Hacks Homework

Purpose: The purpose of this homework is to reinforce the skills that you learned in lab, and to combine those skills with good visualization selection and design, applied to an economic dataset.

Dataset: Please use the hoursworked.xlsx dataset. This dataset is posted on Sakai. The original dataset, an Excel 97-2003 version, is also posted on Sakai, in case you want to follow along with the steps on the video to convert it to a more current file type.

Video walkthough: *Please watch the video discussing (and demonstrating) the Excel Hacks homework. The video gives you some instructions toward the end, but **this document supersedes the video instructions!!***

General Instructions: You may work with one partner on this homework. Please be sure that both of you submit something on Sakai. One of you should submit the homework and a comment that you are submitting on [name of other student]'s behalf. One of you should submit a comment that [name of other student] is submitting on your behalf.

INSTRUCTIONS FOR EXCEL HACKS HOMEWORK (FOLLOWING ALONG WITH THE EXCEL HACKS HOMEWORK VIDEO):

1. Rename the hoursworked-Student file to hoursworked-*yourname*. If you are working with another student, rename the file to *hoursworked-student1name-student2name*.
2. Complete the sparklines, the conditional formatting icons, and the line graph, as demonstrated in the video.   This will require you to convert a range of data to a table; convert a table to a range of data; paste with transpose; work around an Excel fluke in creating a line chart; and discussing your visualizations. (You do not have to follow along for the first minute, while I am opening the file ad converting it to the more current version Excel. But from about 0:57 on the video, you should have your file open, and follow along.)
3. Take the following screenshots of your Excel file, and paste into a Word doc, or similar. The instructions say "at time 2:45", and so forth. This does not mean to take a screen shot of the video itself at that time. It means to take a screen shot of your own work, similar to the work being described at that point in the video.
   a. At time 2:45, take a screen shot of the table that you created. The screenshot should include the name of the table, and the name of your file (in the title bar at the top of the page.)
   b. At time 3:15, take a screen shot after your table was added to the data model.
   c. At time 5:40, take a sceen shot after you have completed the sparklines.
   d. At time 6:27, take a screen shot of your icons and conditional formatting. Under that screen shot, explain why you chose the icons that you chose, and what criteria you used for the conditional formatting.
   e. At time 13:05, take a screen shot showing your line chart. Make sure that a few rows of the data that you converted and cleaned are showing.
4. Submit your Word doc and also your Excel file on Sakai.