



Microsoft Excel 50 States Project



1. Open up a new Excel worksheet and enter the following information:

| | A | B | C | D |
|----|----------------|--------------|---------------------|------------|
| 1 | State | Capital City | Area (in sq. miles) | Population |
| 2 | Alabama | | | |
| 3 | Alaska | | | |
| 4 | Arizona | | | |
| 5 | Arkansas | | | |
| 6 | California | | | |
| 7 | Colorado | | | |
| 8 | Connecticut | | | |
| 9 | Delaware | | | |
| 10 | Florida | | | |
| 11 | Georgia | | | |
| 12 | Hawaii | | | |
| 13 | Idaho | | | |
| 14 | Illinois | | | |
| 15 | Indiana | | | |
| 16 | Iowa | | | |
| 17 | Kansas | | | |
| 18 | Kentucky | | | |
| 19 | Louisiana | | | |
| 20 | Maine | | | |
| 21 | Maryland | | | |
| 22 | Massachusetts | | | |
| 23 | Michigan | | | |
| 24 | Minnesota | | | |
| 25 | Mississippi | | | |
| 26 | Missouri | | | |
| 27 | Montana | | | |
| 28 | Nebraska | | | |
| 29 | Nevada | | | |
| 30 | New Hampshire | | | |
| 31 | New Jersey | | | |
| 32 | New Mexico | | | |
| 33 | New York | | | |
| 34 | North Carolina | | | |
| 35 | North Dakota | | | |
| 36 | Ohio | | | |
| 37 | Oklahoma | | | |
| 38 | Oregon | | | |
| 39 | Pennsylvania | | | |
| 40 | Rhode Island | | | |
| 41 | South Carolina | | | |
| 42 | South Dakota | | | |

| | | | | |
|----|---------------|--|--|--|
| 43 | Tennessee | | | |
| 44 | Texas | | | |
| 45 | Utah | | | |
| 46 | Vermont | | | |
| 47 | Virginia | | | |
| 48 | Washington | | | |
| 49 | West Virginia | | | |
| 50 | Wisconsin | | | |
| 51 | Wyoming | | | |

2. Using <http://www.50states.com/>, fill in columns B, C, and D completely. Save your project as *YourNameStates*.

3. Change the column widths as necessary so that all the data is displayed entirely.

4. In cell A52, enter the label *Total*. Italicize and right align this label. In row 52, enter formulas to total the population and area for all 50 states.

6. In cell A53, enter the label *Average*. Italicize and right align this label. In row 53, enter formulas to average the population and area for all 50 states.

7. In cell A54, enter the label *Max*. Italicize and right align this label. In row 54, enter formulas to find the maximum population and area for all 50 states.

8. In cell A55, enter the label *Min*. Italicize and right align this label. In row 55, enter formulas to find the minimum population and area for all 50 states.

9. In cell E1, enter the label *Population Analysis*. Bold and center align this label.

10. In column E, enter formulas to calculate if a state has a low or high population. A low population is considered anything less than 1,000,000. A high population is considered anything 1,000,000 or greater. Use the labels “Low” and “High” in your IF statements.

11. Create a header with your name left aligned and a footer with the date center aligned.

12. Use the Page Setup option to make sure that you have displayed gridlines and row and column headings. Select Print Preview to make sure your document displays appropriately.

13. Print a copy.