

Skills Check

Difficulty	2
Formatting	<input checked="" type="checkbox"/>
Functions	<input checked="" type="checkbox"/>
Charts	<input checked="" type="checkbox"/>
Sorting	<input type="checkbox"/>
Extrapolating	<input checked="" type="checkbox"/>

The information in the table shows the number of threatened animal species in different countries.

Country	Mammals	Birds	Reptiles	Fish
Afghanistan	11	13	1	0
Albania	2	7	1	7
Algeria	15	82	1	1
Argentina	27	41	5	5
Australia	58	45	37	37
Austria	7	5	1	7
Belarus	4	4	0	0
Belgium	6	3	0	1
Belize	5	1	5	4
Bhutan	20	14	1	0
Bolivia	24	27	3	0
Bosnia	10	2	0	6
Botswana	5	7	0	0

Tasks

- Open a new spreadsheet and copy the data.
- Add a column to find the total species threatened in each country (use the fill down tool). [=SUM(B2:E2)]
- Find the **average** Mammals, Birds, Reptiles and Fish threatened over all countries (for presentation purposes, leave an empty row before adding this calculation). [=AVERAGE(B2:B14)]
- Find the **total** Mammals, Birds, Reptiles and Fish threatened in each country (take care not to include your averages from part c in the sums). [=SUM(B2:B14)]
- It is thought that the total numbers of endangered species will **increase by 15%**. Calculate the 'Total + 15%' figure for each column (miss a row first to improve presentation). Call this new row 'Total + 15%'. [=B17+B17/100*15] or more simply [=B17*1.15].
- Add a row displaying the **total number** of extra species endangered under this 15% increase. Call this row 'Extra'. [=B19-B17]
- If the numbers actually **decreased by 5%**, give the new totals for each column. Call this row 'Total - 5%'.
- Format** all numbers to 0 decimal places. Bold all headings and totals. Align headings left or right over the data. Add a splash of color. Adjust the column widths. Add a thin border around the data section and another around the calculations section.
- Select the cells A1:E1 (headings) and A6:E6 (Australian data) together, then add a **pie chart** showing the threatened species in Australia. Display the data labels.
- Add a **column chart** showing the numbers of threatened species now, and the effect of the 15% increase. Do this by selecting the first 5 cells in each of the headings row, the totals row and the 'Extra' row together and then selecting a 'Stacked Column' from the chart options.
- Save** your work as "Threatened Species".