

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".