



Instructions to *Hottest Coldest Highest Deepest* Excel Activity

Step One: Make a River Chart

Click in **A1**

Type **Nile River**

Click in **B1**

Type **4145**

Click in **A2**

Type **Amazon River**

Click in **B2**

Type **4007**

Click in **A3**

Type **Chiang Jiang**

Click in **B3**

Type **3964**

Click in **A4**

Type **Mississippi-Missouri**

Click in **B4**

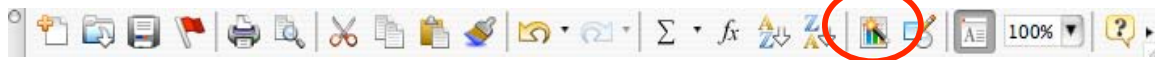
Type **3710**

Your document will look something like this:

	A	B	C	D	E
1	Nile River	4145			
2	Amazon Rive	4007			
3	Chiang Jiang	3964			
4	Mississippi-M	3710			
5					
6					
7					
8					
9					
10					
11					
12					
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14					
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16					
17					
18					
19					
20					
21					
22					

Now, make the chart

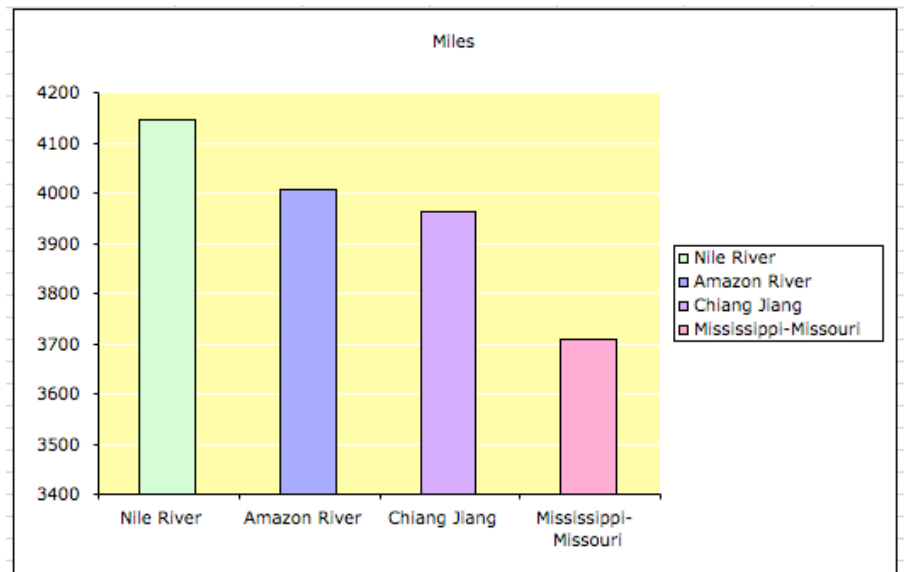
Click on the **Chart Wizard** icon



Click **Finish**

Your chart will look something like this:

Hint: You can change the color of different parts of your chart by double clicking on a portion of the chart and selecting a different color



Step Two: Make a Chart for the Deepest Spot

Click on **Sheet 2** (at the bottom of your page)

This should give you a fresh sheet

Click in **A1**

Type **Marianas Trench (Philippines)**

Click in **B1**

Type **-36,202**

Click in **A2**

Type **Average Depth of the World's Ocean**

Click in **B2**

Type **-16,000**

Click in **A3**

Type **Lowest Spot on Dry Land (shore of the Dead Sea)**

Click in **B3**

Type **-1,100**



Deepest Spots	
	Feet
Marianas Trench (Philippines)	-36,202
Average Depth of the World's Ocean	-16,000
Lowest Spot on Dry Land (shore of the Dead Sea)	-1,100

Double-click between the **A** and **B** to make the columns wider

Now your document will look something like this Your data will look something like this:

Now, make the chart

Click on the **Chart Wizard** icon

Click **Finish**

Your chart will look something like this:

Hint: You can change the color of different parts of your chart by double clicking on a portion of the chart and selecting a different color

