LAB EXERCISE #4 MS EXCEL: Formulas, Tables, and Graphics
Due at next week’s lab or sooner

DESCRIPTION:
You are studying potential population growth trends for City X (you can give it any name that you like). You have concluded that there may be three possible growth scenarios for the city during the period of 2005 to 2025.

The three scenarios are:

1. The population will grow at an annual fixed rate of 3.5% from 2005 to 2025.
2. The population annual growth rates vary from 5% from 2005 to 2015, then drop to 1.5% per year from 2016 to 2020, and then rebound to 3% per year from 2021 to 2025
3. City X will gain 3,000 people per year from 2005 to 2025.

Given that the base population of City X is 50,000 in year 2005. Please construct an Excel worksheet and compute the projected population for the years from 2005 to 2025 under each possible scenario. Then, create a line graph using the Insert / Charts tabs in Excel. That chart will show all three data series for your population data from 2005 to 2025. That chart will also have the years labeled on the X axis. Experiment with labeling and formatting to make the chart look professionally prepared.

WHAT TO PREPARE:
Please use Word to prepare a short memo that describes what you have done in this exercise. Your population data should be copied from Excel and pasted into Word as a table. So you will get to practice your table formatting skills again. You also need to copy the Excel line graph that you prepared and paste it into your Word document.

Make sure that your wording, the table, and the chart in your memo are understandable and easy to follow. Also use appropriate spacing for your text, table, and graphics. **Please, never make a 3-D chart or otherwise clutter up your graphics with special characters that do not add to interpretation.**

Give your memo a professional look using the formatting techniques you have learned in Word and Excel. In your memo you will simply say what you are doing, describe the three projection scenarios, and compare and contrast the results.

You will submit a hardcopy of your memo by next week’s lab session or sooner.