

Assignment 1

Make a spreadsheet using OpenOffice called *countries*. The table should have:

- several columns of data
 - Name (text)
 - Capital (text)
 - Population (number format: e.g., 128,000,000)
 - Area (number format)
 - Date of formation or independence¹ (date)
 - Continent (text)

Important: Make sure the formats are set correctly

- enter several rows of data: (10 ~ 20)
- the columns should have the correct data type
- the columns should have headings
- the table should be formatted to make it easy to read
 - set numbers to display with commas (e.g. 1,000,000)
 - set dates to display year with four digits (e.g. 1776)

When you are done try the following:

- sort the rows by different columns:
 - Name (alphabetical) [use this to hand in]
 - Population (largest to smallest, etc.)
- make one or more suitable graphs:
 - Population
 - Area
 - Date

¹ For some countries this may be difficult, or there may be several possibilities to choose from. Choose any suitable date, or leave blank.