

IE4711/MF4711 Laboratory Coursework Week 11**Tutor: Stephen Burke**

1. Create the following Table in Microsoft Excel.

	Product 1	Product 2	Product 3	Product 4
R&D Costs	120	90	70	250
Time-to Market	75	26	25	112

1. Paste Link a copy of the table into a Microsoft Word document. Add some text, a title and a short paragraph, around the table to make it look like a (very!) short report. **Hint: Copy as Normal; when pasting, go to the EDIT drop-down menu and go to "PASTE SPECIAL".**
2. Create a chart of this data chart within Excel, adding appropriate chart and axis titles.
3. Paste Link a copy of the table from Word into a PowerPoint slide. Give the slide an appropriate title.
4. Paste Link a copy of the chart from Excel into a second PowerPoint slide. Again, give the slide an appropriate title.
5. Demonstrate how changes to the Excel data impact both the Word document and the Excel slides.