

Activity 12.2

Integration



Creating a short article about weather in your local area

You have some friends visiting you and your country from another part of the world. They're not sure what clothes to pack. They asked you to supply them with some information about the weather over a whole year in the country.

Because you do not have a lot of time to prepare this material, you have decided to collect most of the material from the Internet and then integrate it into a word-processed document. This word-processed document could then be sent as a file attachment to an email.

Here are the steps you will need to take:

- Create a new document in a word-processing package
- Search for a table of maximum and minimum temperatures over a year using the Internet.
- Create a suitable table using your word-processing software to hold the data you have found.
- Copy and paste the data from the Internet into the table in the word-processed document.
- Using the word-processing software to tidy up the data in the table if needed and create suitable column headings.
- It has been decided to produce a graph as well as a table in the document. Select the data in the table by copying it and then open a spreadsheet and paste the data into the cells.
- Using spreadsheet software create a suitable graph or graphs to illustrate the weather details. Ensure that any axes are suitably labelled and that you have a title for each graph/chart.
- Once you have produced suitable graphs/charts you then have to copy and paste them into the word-processing document, just below the table.
- Add suitable text to the document explaining the weather in your country. You can add text by typing it in yourself or copy and paste it from a suitable web-site or use the combination of the two.
- Add a footer to the document containing the page number, your name and date and date on which the document was produced. You are free to choose the positioning of these items.
- Carefully spellcheck and proof-read your document and correct any errors you spot.
- Save the document using a suitable filename and print a copy out.