

Reporting Exercises

Using Summary Tables

1. The year is **2007** and the vessel **CN VESSEL 32601** has been caught fishing for an unlicensed species (sharks). The vessel is now under investigation. Your Supervisor has asked you to prepare a report showing a list of all data you have received from the vessel during the year.

Prepare a Word document to show the list of data received from this vessel during 2007. Use the 'Vessel Data Look Up' summary tables. Make any relevant comments on the data submission. Don't forget to label your tables.

Hint: Remember to filter by 2007 and then to use 'Paste Special' when importing your Excel Table into Word.

Using Excel

2. You have been asked to present the total amount of exports by the longline national fleet for **2011**. You decide to create a graph in Excel showing the change in exports by month, so you can import this into a Powerpoint Presentation.

Hint: Run the Catch and Effort Report # 6 in Excel. for the year 2011, selecting longline and the national fleet in Excel, insert a few blank lines to separate the exports and local landings. Sum up the export data to get the total exports by month. Don't forget to label the data field "Total" – under the species column. You will need to fill in a zero for any blank data fields under the months. Select all of the information under species and under all of the months and run a line graph.