**HOMEWORK 3**

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Don’t Trash the Earth Spreadsheet Instructions

Collect data for the trash unit (family garbage production),

Step 1: Collect Data

 Collect data on the amount of trash disposed of by your family;

Step 2: Create a Spreadsheet

Open a worksheet in a spreadsheet application. In cell A1, type the title of your study (for example, type **How much garbage does my family produce?**).

To make your title go across several columns, highlight the cells you want it to cover, select the **Format** menu, click **Cells**,and click the **Alignment** tab. In the **Text control** section, click **Merge cells**, and click **OK**. You can now center your title and change the font size and style. You may even change the background fill color.

In row 3, beginning in cell A3, type column and row headings to label the items that you measured or counted (see the following example). Next, enter your data in columns B or columns B and C.

