

## Edit and Enhance a Chart

### EXERCISE 34

#### Directions

1. Open your browser and go to [www.office.com](http://www.office.com), and log-in with your SUHSD e-mail address and password. Choose Excel, then click on "create new workbook", and copy the info in the spreadsheet from the picture below. Name the file **4.34grow**.
2. Name the worksheet tab **GA SOLUTIONS**.

#### GRAPHIC ARTS SOLUTIONS vs. COMPETITORS

*Sales Comparison*

	YEAR 1	YEAR 2	YEAR 3
GRAPHIC ARTS	\$475,000	\$900,000	\$1,200,000
COMGRAPHICS	\$650,000	\$500,000	\$450,000
BETA ARTS	\$800,000	\$350,000	\$350,000

Figure 34.1 "4.34grow"

3. Create a bar chart showing each company's sales over three years, as shown in Figure 34.2:
  - a. Select the range indicated by the shaded cells shown in Figure 34.1.
  - b. Use **GRAPHIC ARTS SOLUTIONS vs. Competitors' Sales** as the chart title.
  - c. Enter **Company** as the category y-axis title.
  - d. Enter **Sales** as the value x-axis title.
  - e. Display data labels as values.
  - f. Position the legend at the top of the chart.
  - g. Place the chart as a separate chart sheet; name the chart tab **3 YEARS**.
4. Switch to the **GA SOLUTIONS** tab.
5. Create a 3-D stacked column chart showing yearly sales for each company, as shown in Figure 34.3.
  - a. Use **GRAPHIC ARTS SOLUTIONS vs. COMPETITORS—3 YEARS** as the chart title.
  - b. Enter **Company** as the x-axis title.
  - c. Place the chart as an object in the **GA SOLUTIONS** tab.
  - d. Position the chart below the worksheet data, position the legend at the bottom of the chart, and size the elements (title, legend, data series) so they are attractively displayed.
  - e. Change the color of the x-axis labels to purple and rotate them 45 degrees.
  - f. Change the color of the plot area to light green.

#### VOCABULARY

Combination chart

#### CONCEPT BUILDERS

Fun FACT: Mr. Lowe is a spreadsheet wizard? True or False?

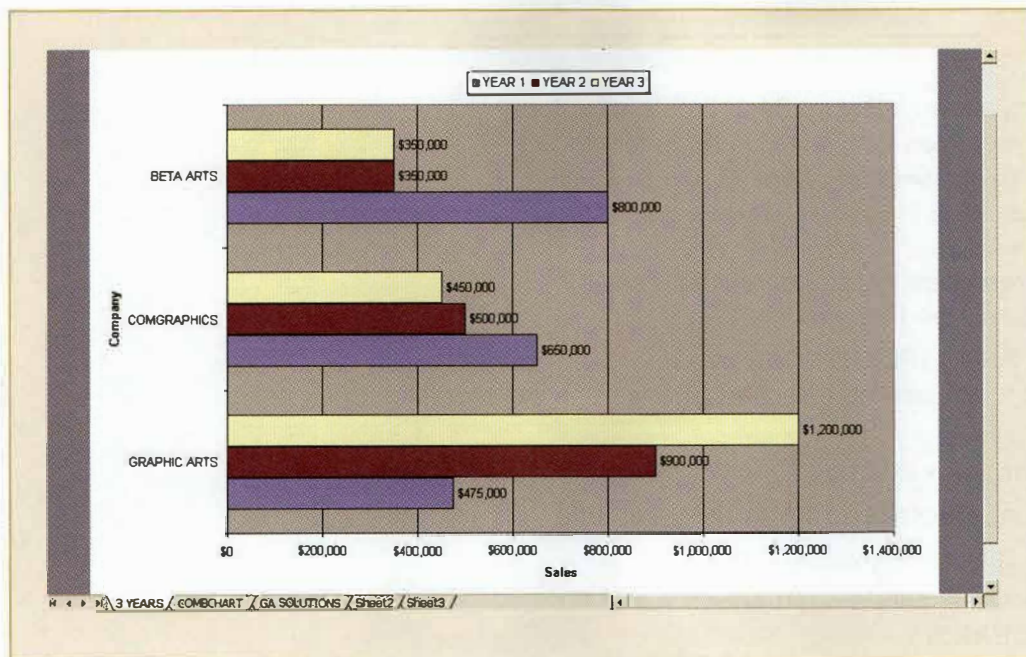
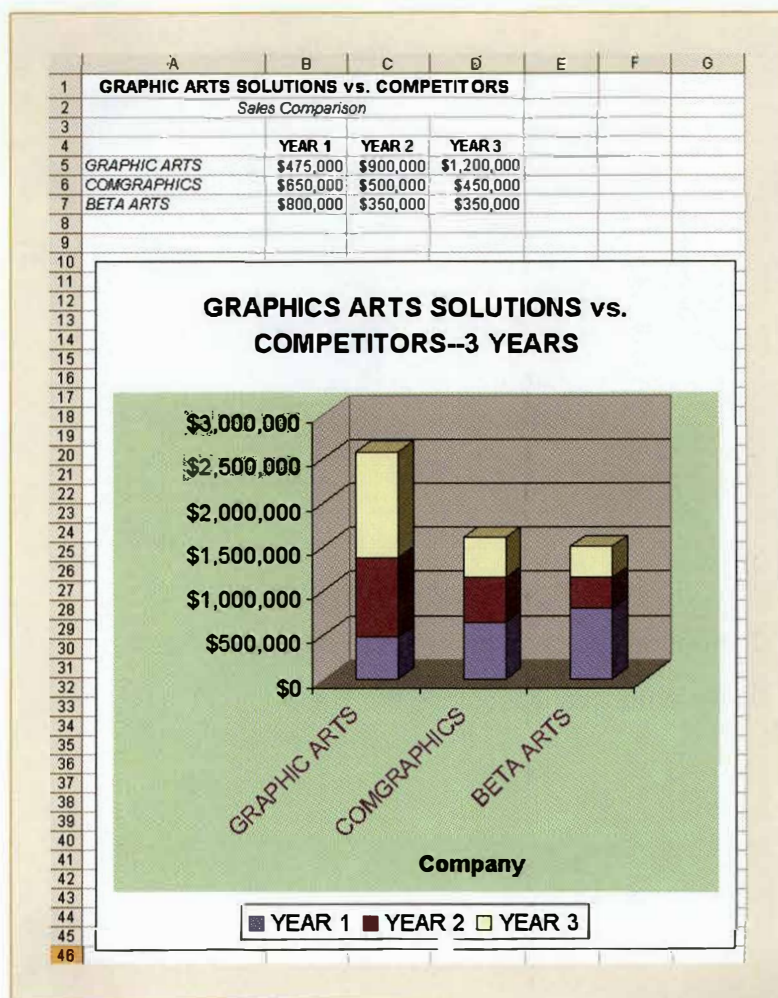


Figure 34.2 "4.34grow"



Be sure to click the "share" button and enter MC's e-mail address: [lmclean@suhsd.net](mailto:lmclean@suhsd.net) so he can grade your work