

Charts Exercise

- 1 Your customer wants you to create a pie chart of the quantity of substances currently in stock for a director's review meeting.
- 2 Using the data from your previous spreadsheet highlight just the cells containing the name of the substances and their quantities
- 3 Your customer would like you to display the data in an exploded pie with 3-D visual effect
- 4 Give the chart a Title which describes it effectively
- 5 Make sure that the Data Labels show the % of substances in stock
- 6 The customer needs to place the chart on an acetate for a presentation, make sure that it is inserted in the spreadsheet as a new sheet.
- 7 Because the Pie Chart is to be used on an OHP (overhead project) it is preferable to display it in portrait. Change the orientation of the paper to portrait.
- 8 Move/Resize the Legend and the Pie Chart to enhance the presentation of the chart.
- 9 Check, Save and Print (including Header and Footer information) the Pie Chart
- 10 Your customer would like you to do another Chart showing the data in a different way. She is unsure which one would be best, advise her whether to use a bar chart or line graph and produce your recommendation for her changing your paper orientation to Landscape. Make sure you include a Title and any Labels. Check, Save and Print (including Header and Footer information) the Chart.
- 11 Check, Save and Print your second chart.