Microsoft Office 2013 Illustrated

Unit I Working with Charts

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Unit I: Working with Charts

## Concepts Review

|  |  |  |
| --- | --- | --- |
| **Screen Labeling** | **Matching Items** | **Multiple Choice** |
| 1. Chart title | 10. d | 14. d |
| 2. Data marker  | 11. a | 15. d |
| 3. Y-axis title  | 12. b | 16. a |
| 4. Data series | 13. c | 17. a |
| 5. X-axis title |  | 18. a |
| 6. Legend |  |  |
| 7. Chart Styles button |  |  |
| 8. Chart Elements button9. Sparklines |  |  |
|  |  |  |
|  |  |  |

## Skills Review

The filename for the completed workbook in this exercise is I-Solar Panel Sales.xls. The completed solution file is shown here.

Filename: I-Solar Panel Sales.xlsx—worksheet with chart (on Sheet1)



I-Solar Panels Sales .xlsx—Sales by Region chart sheet



## Independent Challenges

Because students may tackle the independent challenges in different ways, it is important to stress that some Independent Challenges have more than one correct solution.

## Independent Challenge 1

Students create a chart based on the data in an existing worksheet to show the annual sales for a dog care business. Students also create a 2-D exploded pie chart based on the data in the worksheet and move it to a separate chart sheet. Students’ solutions data should match the worksheet and chart sheet shown below.

Estimated completion time: 20 minutes

Filename: I-Dog Care Monthly Revenue.xlsx

I-Dog Care Monthly Revenue.xlsx--worksheet with chart (on Sheet1)



I-Dog Care Monthly Revenue.xlsx—Revenue by Service Type chart sheet

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## Independent Challenge 2

In this exercise, students modify an existing workbook to create a pie chart showing sales by product category at an online baked goods retailer for December. Student solutions should match the content of the solution shown below; but their formatting will vary.

Estimated completion time: 20 minutes

Filename: I-December Sales.xlsx



## Independent Challenge 3

In this Independent Challenge, students create a 2-D line chart on a separate chart sheet that shows the categories of visitors who visited a zoo from March through July. Solutions will vary slightly, based on some formatting options they choose, but look for the following in every solution:

* Chart type should be 2D Line with Markers.
* Chart should be moved to a separate chart sheet named **Zoo Visitors March-July**.
* Layout 9 chart layout and chart style 9 should be applied.
* and be rotated. Chart should have an appropriate horizontal axis title.
* The chart title and axis titles should have a shape style applied to them. (Should be the same style for all three.) The chart title should appear as **Zoo Visitors, March-July**, and should have a shape style applied to it.
* The plot area should have a solid color fill applied to it with Olive Green, Accent 3, Lighter 80%
* Primary major horizontal gridlines should appear in the chart.
* Student name should also appear in cell A8 of the worksheet.

Estimated completion time: 20 minutes

Filename: I-Zoo Visitors.xlsx

I-Zoo Visitors.xlsx—(worksheet on Sheet1)



I-Zoo Visitors.xlsx—Zoo Visitors May-Sept chart sheet



## Independent Challenge 4: Explore

In this Independent Challenge, students create a personal budget for monthly expenses, based on a monthly income of $3000. Solutions will vary, based on the types of expenses and amounts that students enter. Check for the following in all solutions:

* The title **My Monthly Expenses** should be in cell A1. Student name should be in cell A2
* The worksheet should contain two columns. The first column label in A3 should be **Expense** and second column label in cell B3 should be **Amount**.
* Student worksheets should have the same labels shown in the solution below in the range A4:A13.
* Appropriate amounts for each expense should be entered in cells B4:B13. All expense amounts and total amount should be formatted as currency.
* Cell A14 should contain the label **Total**. Cell B14 should contain a formula that calculates the sum of all the expenses. Resulting value in this cell should equal $3000.
* Worksheet should contain a pie chart below the worksheet data. Students can choose any pie chart option they like, and can also apply any chart layout and style to the chart.
* Pie chart should have the title **My Monthly Expenses**.
* Worksheet should contain a clustered bar chart to the right of the worksheet data and above the pie chart. It should have the title My Monthly Expenses.

Filename: I-My Monthly Expenses.xlsx (One possible solution is shown below.)

Estimated completion time: 30 minutes



## Visual Workshop

In this exercise, students create the worksheet and chart shown below using the skills learned in the unit.

* Company name in cell A1 (merged cell) is formatted as Calibri 18 pt. Worksheet title has 24 pt Impact font type applied (bold, Red Accent 2).
* Shading in A5:E5 and A11:E11 is Blue, Accent 1, Lighter 80%.
* Sparklines in F6:F11--Sparkline Style Dark #5 is applied.
* **Bar chart formatting**: Style 1 is applied; axis titles have the Intense Effect, Red Accent 2 shape style applied;
* **Pie chart formatting**: Style 11 is applied; Color 3 palette is applied, and labels formatted in Calibri 9 pt white bold.

Solutions should match the figure below exactly.

Filename: I-Volunteer Participation.xlsx

