

Project EX-6: Creating Charts

In this project, you'll apply what you've learned about Microsoft Excel to create a column chart and a pie chart for an e-commerce worksheet.

Requirements: This project requires Microsoft Excel.

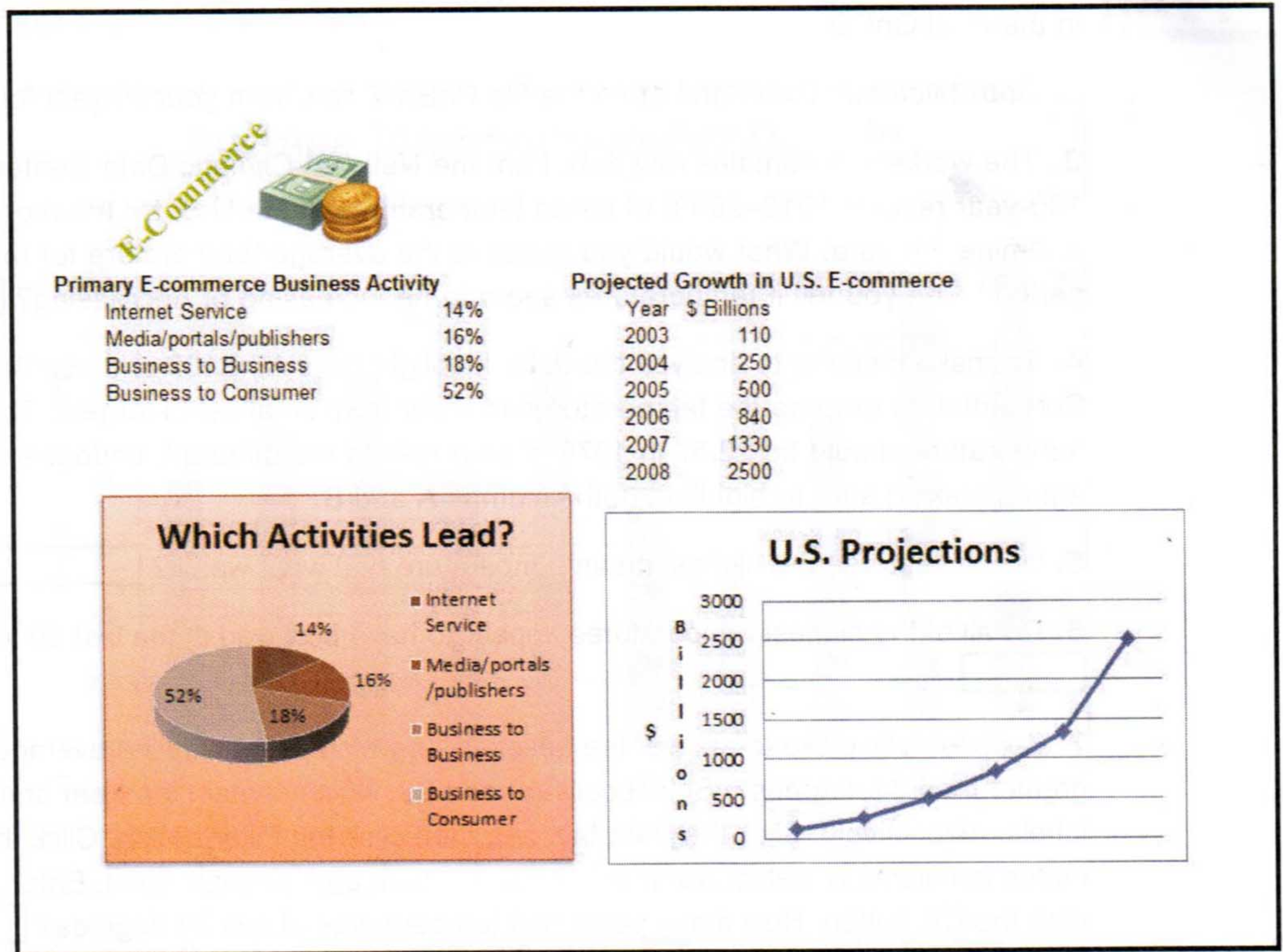
Project file: PrjEX-6.xlsx

1. Copy the file PrjEX-6.xlsx to your Project folder using the Copy It! button on this page in the BookOnCD.
2. Start Microsoft Excel.
3. Open the file PrjEX-6.xlsx from your Project folder.
4. Select the data in cells B3 through C6. Use the Insert tab to create a 3D pie chart. Select Layout 6 in the Chart Layouts group on the Design contextual tab. Enter **Which Activities Lead?** in the Chart Title box. Move the chart to a new sheet and name the sheet **Comparison Chart**.
5. Change the style of the chart to Style 12 in the Chart Styles group on the Design contextual tab.
6. Change the chart background color to Subtle Effect - Red, Accent 2 in the Shape Styles group on the Format contextual tab.
7. Select the data in cells H4 through H9. Use the Insert tab to create a Clustered Column chart.
8. Click the Select Data button in the Data group on the Design contextual tab. Click the Edit button for the Horizontal (Category) Axis Labels. Select cells G4 through G9, then click the OK button to close the Axis Labels dialog box. Click the OK button to close the Select Data Source dialog box.
9. Use the Labels group on the Layout contextual tab to add the chart title, **U.S. Projections**, above the chart. Add a vertical Y-axis title, **\$ Billions**. Remove the legend from the chart. Move the chart to a new sheet and name the sheet **Growth Chart**.
10. Change the chart type to Line with markers in the Type group on the Design contextual tab. Click the OK button to apply the chart type.
11. Examine the charts to ensure that the spreadsheet data is accurately represented. One easy verification technique is to identify a data trend and see if the trend is shown both in the data and on the chart. A trend in this data is the trend for projected growth to increase from one year to the next. Verify that the line chart corresponds to this trend by making sure the line moves up as it moves to the right.

Use care when identifying trends; make sure the conclusions you draw are accurate. Be aware of what can and can't be concluded from data. For example, although this data shows that 52% of e-commerce business activity is from business to consumer, it would be incorrect to assume that 52% of monetary transactions on a given day are between businesses and consumers.
12. Copy both charts to the E-Commerce tab.
13. Size and position the pie chart so that the upper-left corner of the chart is in cell A10 and the lower-right corner is in cell E23.

14. Size and position the line chart so that the upper-left corner of the chart is in cell G11 and the lower-right corner is in cell L23.

15. Click a blank cell in the worksheet, then display a print preview. Use Settings options to change the page orientation to Landscape and fit the worksheet on one page. The worksheet preview should look like the one shown in the figure below.



16. Save your worksheet in your Project folder using the file name PrjEX-6 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

17. Use one of the following options to submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions:

- To submit the project on a USB flash drive, close Excel and then copy the file PrjEX-6 XXXXX 9999 from your Project folder to a USB drive. Make sure your name is on the USB drive.