

**PRDV252: Unit 8.3 Activity**  
**Practice Exercise for Unit 8**

In this exercise you will be creating three charts, inserting clipart into the worksheet, and creating a hyperlink from one of the pictures to an outside web address.

1. First, create a worksheet with the following data:

	A	B	C	D	E	F
1	<b>Sales Totals – all Stores 2012</b>					
2		<b>Qtr 1</b>	<b>Qtr2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>Total</b>
3	Shoes	11,000	10,490	10,810	11,475	
4	Accessories	4,600	4,250	4,985	4,895	
5	Clothing	57,670	83,955	109,250	122,725	
6	Misc	1,955	2,050	2,665	3,235	
7	<b>Total</b>					

- The title is 18-point font. Use *Merge & Center* to center it across columns A through F as well as vertically centering it in the cell.
- The column headings are centered and bolded; the word *Total* in A7 is right-aligned and bolded.
- The numbers are comma style, with no decimal places.
- Using the SUM function, create totals for both column F and row 7.
- The grand total cell, F7, should be filled with any color that is pleasing to you.
- Finish the rest of your spreadsheet using the table below:

	A	B
10	Totals by year	
11	2000	105,896
12	2001	121,585
13	2002	136,355
14	2003	178,495
15	2004	204,203
16	2005	212,587
17	2006	252,565
18	2007	276,411
19	2008	297,685
20	2009	312,589
21	2010	352,687

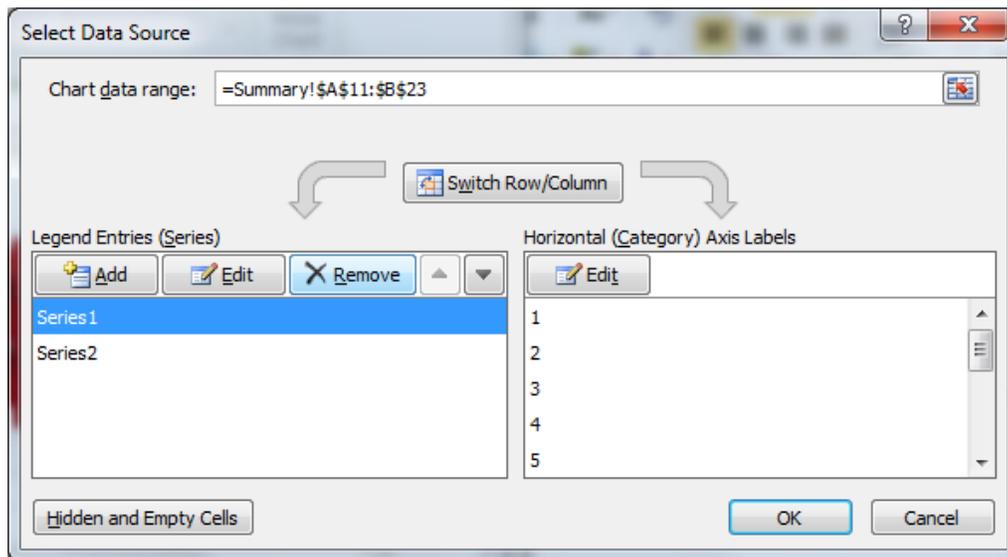
Remember, you can use the fill handle to create the years. Just type the first two years, then highlight them and use the fill handle in the bottom right corner of your cell (+) to continue the series through 2012.



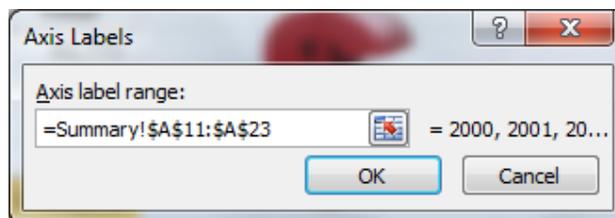
22	2011	401,258
23	2012	446,010

Now, let's make some charts. The first chart you will make will be a line chart that will be embedded on the worksheet created above.

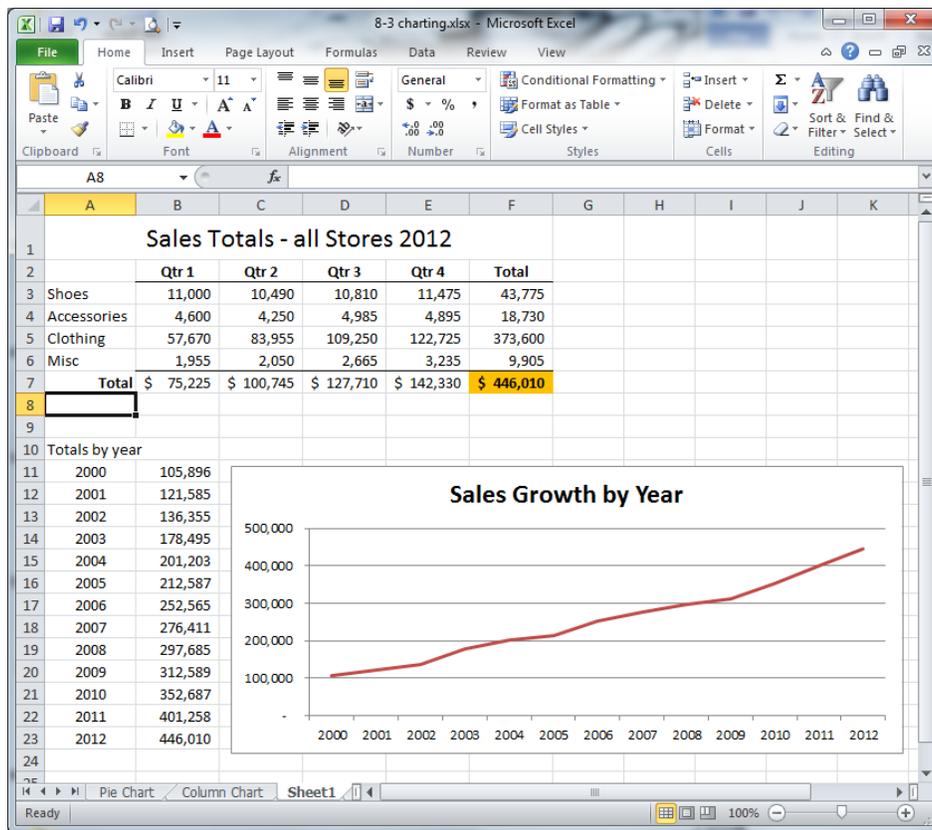
1. Select cells A11:B23. On the Insert ribbon in the Charts group, click the arrow under *Line* and select the first 2-D line chart, called *Line*.
2. When the chart is displayed, size it to fit in cells C11:K23.
3. As you can see, you will need to make changes to the chart so that the information displays properly with the Years on the X axis.
4. On the Chart Design ribbon, click the *Select Data* command to open the Select Data Source dialog box. On the left-hand side, select Series1 and click Remove (see image below).



5. To get the Years to show in the chart, you will edit the Horizontal (Category) Axis Labels. Click the Edit button. The dialog box will collapse to show you an Axis Labels box. Select cells A11:A23 with your mouse in order to display them in the Axis Labels box, as shown below.

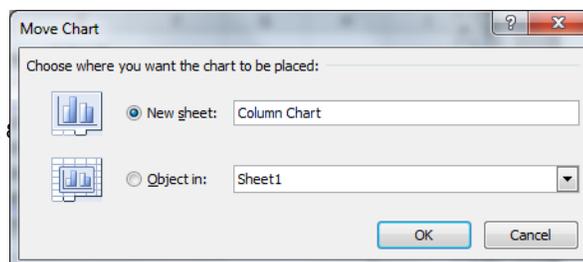


- Click OK and the Select Data Source dialog box will open again. Click OK in that box to return to the spreadsheet.
- Delete the legend and add a title of your choosing to finish the chart. View the screenshot below to see an example of what your worksheet should look like so far.

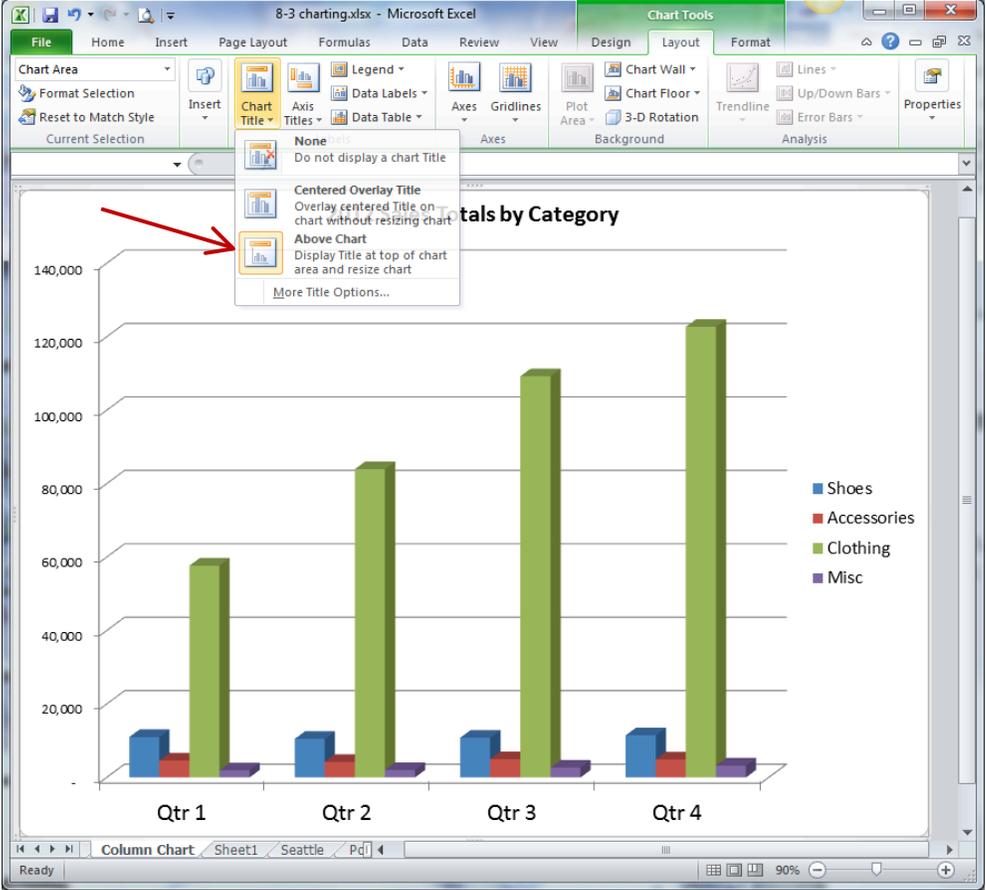


Now you will use the quarterly information to create two charts that will be moved to different worksheets. You can see in the image above that there are two other worksheets: one is named Pie Chart and another is named Column Chart. To create those worksheets, perform the following steps:

- For the Column Chart worksheet, select A2:E6. On the Insert ribbon, locate the Charts groups and click the arrow under *Column*. Then, choose the first 3-D chart option, called 3-D Clustered Column.
- The chart will appear on your worksheet but needs to be moved. Using the *Move Chart* command on the Chart Tools Design ribbon (see image on right), move the chart to a new worksheet and name that worksheet as Column Chart.



10. Add a title to the 3-D chart called 2012 Sales Totals by Category, using the Above Chart option. Note in the chart below that the *Above Chart* title style. (Hint: Choose Chart Tools → Layout tab → *Chart Title Category* command.)



For the last chart, you will only be using the Totals data to create a pie chart.

- 11. Select cells A3:A6 and, while holding down the *Ctrl* key, select F3:F6. Then on the Insert ribbon, click *Pie* and select the first option in the 2-D Pie area, called *Pie*.
- 12. This pie chart will display on your worksheet and will need to be moved: Repeat step 9 above but name the new worksheet as *Pie Chart*.
- 13. For this chart, on the Chart Tools Design ribbon, choose the *Quick Layout* → *Layout 1* so that categories and percentages show next to the pie slices (see image below).



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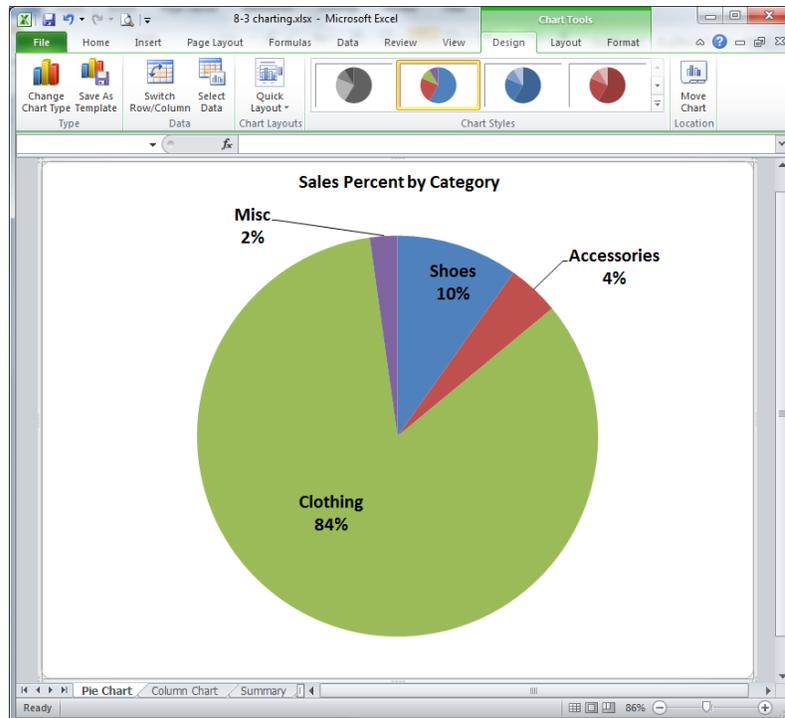
Saylor URL: [www.saylor.org/PRDV252](http://www.saylor.org/PRDV252) Subunit 8.3

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14. Add a chart title Above the Chart, as you did in step 10: Sales Percents by Category.
15. Increase the font size of the title to 18 point.
16. Increase the size of the font for the category and percentage labels to 16 point. You can move the individual labels anywhere around their pie slice that looks good to you. The chart should look similar to the one below:



Try making another chart of your choosing, or create more data and then try different types of charts and format them in different ways to learn more about all of the tools on the three chart toolbars. There are many options to play with!

Next let's play with inserting hyperlinks and graphics.

1. Back on Sheet1, insert a Clip Art graphic of a dollar sign (\$) of your choosing and place it to the right of the Quarterly totals. Start the left corner of the graphic at H2 and size it to fit within H2:I7. Make it bigger or smaller, depending on the graphic you choose but not so big as to take over the space. The focal point is not the Clip Art graphic but the numbers. The graphic is just to add visual interest. If you don't have one in your Clip Art selection, you can find one off the Internet.

[Note: If your country uses a different symbol than the dollar sign, find a graphic of whatever symbol or sign your country uses to show money and use that.]

2. In cell H8, type the words [Pie Chart](#).
3. Highlight the words Pie Chart and use them to create a hyperlink to the Pie Chart worksheet in your workbook.
4. Now, using the graphic, create a hyperlink to an outside web address. Choose the web address of your favorite online store or shop.
5. Save your work before closing Excel®.