Activity Sheet: MS Excel – Charts & Graphs

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Activity #1

1. Open *Practice File- MS Excel Charts & Graphs* and click on the **January Budget for Editing** worksheet tab at the bottom of your screen (it will look like the one below):

	A	B	C	D	E
1	Category	January 2014	January 2015	Difference	% Difference
2	Mortgage/Rent	1100	1250	150	0.136363636
3	Utilities	300	280	-20	-0.066666667
4	Savings	250	200	-50	-0.2
5	Credit Cards	250	400	150	0.6
6	Groceries	250	250	0	0
7	Drugstore	50	60	10	0.2
8	Gas/Auto	100	90	-10	-0.1
9	Insurance	100	110	10	0.1
10	Medical/Dental	50	75	25	0.5
11	Entertainment	100	130	30	0.3
12	Gifts	25	10	-15	-0.6
13	Total	2575	2855	280	0.108737864

2. Adjust the borders and formatting as follows:
   - Add a **Top and Double Bottom Border** to cells **A13:E13**
   - Add an **Outside Border** to cells **A1:E1**
   - Adjust cells **B2:D13** so they are in **Accounting** format and verify that *Decimal Places* are set to 2.
   - Adjust cells **E2:E13** so they are in **Percentage** format

Activity #2

1. Highlight cells **A1:C12**
2. Click on the **Insert** tab, and then on the **Column** button [icon] Select **Clustered Column**

ACTIVITY #3

1. Click in the upper right-hand corner of the chart to move it to the area below your data cells
2. Click in the upper right-hand corner of the chart and drag the handle ↗ up to enlarge your chart
3. Click in the **Chart Title** box and change the text to read "Budget Comparison"
4. From the **Design** tab in Chart Tools, click on the **Add Chart Element** button to move the legend to the top of the chart

5. On the **Design** tab, click the down arrow in the **Chart Styles** group and select a different design option for your chart
6. Bold the values in your vertical axis and change the text in your horizontal axis to **Segoe UI**

Activity #4

1. Right-click on the vertical axis in your chart and select **Format Axis**
2. Under **Bounds**, change the **Minimum** value to **10** and the **Maximum** value to **1300**
3. From the **Number** options, change the **Category** to display as **Currency**
4. With your chart selected, click the **Print** button to see a preview of your chart
5. Click the **January Budget (Edited)** worksheet tab at the bottom of your screen to compare your work to completed version, which mirrors the one below.