



Additional Activity Sheet: MS Excel – Charts & Graphs

1. Open a new Excel Workbook
2. Type the text and numbers listed in cells **A1:B8** (as shown below)
3. Select cells **A5:B8**.
4. From the **Insert** tab, click on **Recommended Charts**, then **Clustered Bar**
5. Make the **Chart Title** read **Team Progress**
6. Click the Chart Style button  and choose a style to make the bars wider. *Hint: choose Style 4 or Style 5.*
7. Change color of the bars using the **Fill Color** button .
8. Change the scale of the horizontal axis to go to 300.
Hint: right-click any of the numbers at the bottom ->Format Axis. In the Format Axis task pane, make sure the Axis Option icon is selected, and look at the Bounds.
9. Make other changes to experiment with formatting, such as changing the color of the plot area or gridlines.

