

Skills	
Links to Activities 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 3.12	<ul style="list-style-type: none"> • Create AVERAGE, COUNT, MAX, and MIN formulas to perform statistical analysis • Create TODAY, NOW, and DATE formulas • Create PMT and PPMT formulas to calculate loan payments • Create an IF formula to return a result based on a logical test • Change margins • Center a worksheet horizontally and vertically • Scale a worksheet to fit within a set number of pages

© Paradigm Publishing, Inc.

Skills	
Links to Activities 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 3.12	<ul style="list-style-type: none"> • Work with a worksheet in Page Layout view • Insert headers and footers • Format a worksheet using a theme • Create a SmartArt diagram • Create, edit, and format a column chart • Create, edit, and format a pie chart • Insert, size, and move a picture and clip art • Draw shapes and text boxes

© Paradigm Publishing, Inc.

ACTIVITY 3.1	Using Statistical Functions AVERAGE, COUNT, MAX, and MIN
Links to Activities 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 3.12	<ul style="list-style-type: none"> • Open WBInventory.xlsx. • Save As Excels3-01. • Make C3 the active cell then freeze the panes. • Type following labels in cells indicated: <ul style="list-style-type: none"> – A58 Average Units Purchased – A59 Maximum Units Purchased – A60 Minimum Units Purchased – A61 Count of Inventory Items

© Paradigm Publishing, Inc.

ACTIVITY 3.1	Using Statistical Functions AVERAGE, COUNT, MAX, and MIN
Links to Activities 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 3.12	<ul style="list-style-type: none"> • Make C58 active. • Click Sum arrow in Home tab. • Click <i>Average</i> at drop-down list.

© Paradigm Publishing, Inc.

ACTIVITY 3.1	Using Statistical Functions AVERAGE, COUNT, MAX, and MIN
Links to Activities 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.10 3.11 3.12	<ul style="list-style-type: none"> • Scroll up worksheet, find C3. Position cell pointer over C3, hold down left mouse button, drag down to C52, then release mouse button. • Press Enter or click Enter button.

© Paradigm Publishing, Inc.

ACTIVITY 3.1

Using Statistical Functions AVERAGE, COUNT, MAX, and MIN

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Make C59 active.
- Click Sum arrow then click *Max*.
- Type **c3:c52** then press Enter.

58	Average Units Purchased		2.02
59	Maximum Units Purchased		=MAX(c3:c52)
60	Minimum Units Purchased		
61	Count of Inventory Items		



© Paradigm Publishing Inc.

ACTIVITY 3.1

Using Statistical Functions AVERAGE, COUNT, MAX, and MIN

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With C60 the active cell, type function **=min(c3:c52)** then press Enter.

58	Average Units Purchased		2.02
59	Maximum Units Purchased		6
60	Minimum Units Purchased		=MIN(c3:c52)
61	Count of Inventory Items		
62			

- With C61 the active cell, type **=count(c3:c52)** then press Enter.
- Format C58:C61 to Number format with zero decimal places.



© Paradigm Publishing Inc.

ACTIVITY 3.1

Using Statistical Functions AVERAGE, COUNT, MAX, and MIN

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Select C58:C60 then drag fill handle right to column O.

54	Total		101	65
55	Proof Total		1033	
57				
58	Average Units Purchased		2	
59	Maximum Units Purchased		6	
60	Minimum Units Purchased		0	
61	Count of Inventory Items		50	

- Click any cell to deselect C58:O60.
- Save then close **Excels3-01.xlsx**.



© Paradigm Publishing Inc.

ACTIVITY 3.2

Using Date Functions TODAY, NOW, and DATE

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **WBInvoice-PerfThreads.xlsx**.
- Save As **Excels3-02**.

Date: 1/15/2007 9:52

Due Date:

Date: 1/15/2007 0:00

Due Date: =e7+30

- Make E7 the active cell, type **=now()**, then press Enter.
- Make E7 the active cell, press Delete, type **=today()**, press Enter.
- Make E9 the active cell, type **=e7+30**, then press Enter to calculate due date.



© Paradigm Publishing Inc.

ACTIVITY 3.2

Using Date Functions TODAY, NOW, and DATE

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Make E5 the active cell, click Sum arrow, then click *More Functions*.
- At Insert Function box, click down-pointing arrow to right of *Or select a category* then click *Date & Time*.
- With **DATE** selected in *Select a function*, read description of formula then click OK.

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go

Or select a category: Date & Time

Select a function:

DATE

DATE (year,month,day)

Returns the number that represents the date in Microsoft Office Excel date-time code.

Click on this function

OK Cancel



© Paradigm Publishing Inc.

ACTIVITY 3.2

Using Date Functions TODAY, NOW, and DATE

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Type **1977** in *Year* box.
- Press Tab to move insertion point to *Month* box then type **06**.
- Press Tab to move insertion point to *Day* box, type **15**, then click OK.

Function Arguments

DATE

Year: 1977 = 1977

Month: 06 = 6

Day: 15 = 15

Returns the number that represents the date in Microsoft Office Excel date-time code.

Day is a number from 1 to 31 representing the day of the month.

Formula result = 28291

Click on this function

OK Cancel



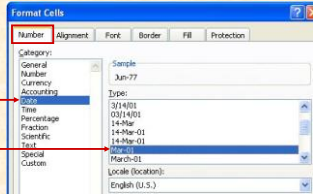
© Paradigm Publishing Inc.

ACTIVITY 3.2

Using Date Functions TODAY, NOW, and DATE

Links to Activities

- Right-click E5 then click *Format Cells* at shortcut menu.



- If necessary, click Number tab in Format Cells box.
- Scroll down list of formats in *Type* box; click *Mar-01*, the format will display date as mmm-yy; then click OK.



© Paradigm Publishing Inc.

ACTIVITY 3.2

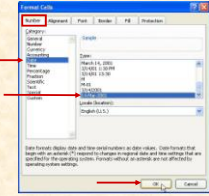
Using Date Functions TODAY, NOW, and DATE

Links to Activities

- Format E5 to 9-point Candara italic, left-align text.



- Select E7:E9 then display Format Cells box with Number tab selected.



- Click *Date* in *Category* box. Scroll down *Type* list; click *14-Mar-2001*, then click OK.

- Click any cell to deselect E7:E9.

- Save and close **ExcelS3-02.xlsx**.



© Paradigm Publishing Inc.

ACTIVITY 3.3

Using Financial Functions PMT and PPMT

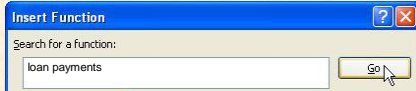
Links to Activities

- Open **WBFinancials-Loan&Bonus.xlsx**.

- Save As **ExcelS3-03**.

- Make C12 the active cell, then click Insert Function on Formula bar.

- At Insert Function box, with *Type a brief description of what you want to do and then click Go* selected in *Search for a function* box, type **loan payments** then click *Go*.



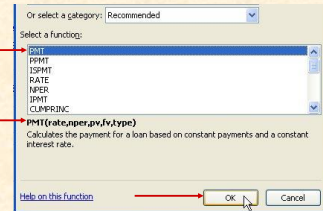
© Paradigm Publishing Inc.

ACTIVITY 3.3

Using Financial Functions PMT and PPMT

Links to Activities

- With *PMT* already selected in *Select a function* box, read description below list box, click OK.



- If necessary, drag Function Arguments Title bar to right of column C.



© Paradigm Publishing Inc.

ACTIVITY 3.3

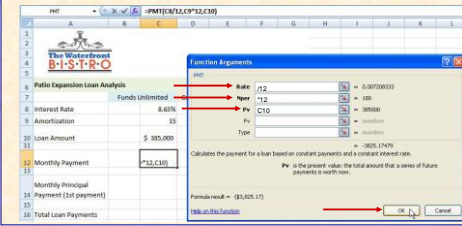
Using Financial Functions PMT and PPMT

Links to Activities

- With insertion point positioned in *Rate* box, click mouse in C8 then type **/12**.

- Click the *Nper* box, click C9, then type ***12**.

- Click the *Pv* box, click C10, click OK.



© Paradigm Publishing Inc.

ACTIVITY 3.3

Using Financial Functions PMT and PPMT

Links to Activities

- Copy and paste formula from C12 to E12.

- If necessary, press Esc to remove moving marquee around copied cell in C12.

	Funds Unlimited	Capital Venture Inc.
7 Interest Rate	8.65%	9.25% annual rate
8 Amortization	15	12 years for repayment
9 Loan Amount	\$ 385,000	\$ 385,000 borrowed
10 Monthly Payment	\$ (3,825.17)	\$ (4,435.80)
11 Monthly Principal Payment (1st payment)	\$ (1,049.97)	\$ (1,468.09)
12 Total Loan Payments	\$ (688,531.46)	\$ (838,755.48)



© Paradigm Publishing Inc.

ACTIVITY 3.3

Using Financial Functions PMT and PPMT

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Make C14 the active cell, then click Insert Function on Formula bar.
- At Insert Function, type **principal payments** in Search for a function box then click Go.
- With **PPMT** selected in Select a function box, click OK.

	Funds Unlimited	Capital Venture Inc.
7		
8	Interest Rate 8.65%	9.25% annual rate
9	Amortization 15	12 years for repayment principal amount
10	Loan Amount \$ 385,000	\$ 385,000 borrowed
11		
12	Monthly Payment (\$1,825.17)	includes principal and interest
13	Monthly Principal Payment (1st payment) (\$1,049.97)	payment on principal for the first month of the loan
14		
15		
16	Total Loan Payments (\$688,531.46)	(\$638,755.48)

© Paradigm Publishing Inc.

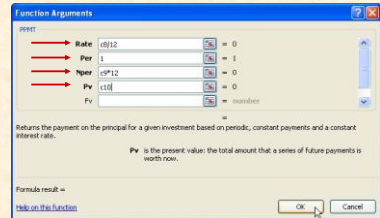
ACTIVITY 3.3

Using Financial Functions PMT and PPMT

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- At Function Arguments, enter parameters indicated then click OK.



© Paradigm Publishing Inc.

ACTIVITY 3.3

Using Financial Functions PMT and PPMT

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Copy and paste formula from C14 to E14 then press Esc to remove moving marquee.
- Make C16 the active cell, type **=c9*12*c12**, then press Enter.
- AutoFit column C.
- Copy and paste formula from C16 to E16 then AutoFit column E.
- Save **Excels3-03.xlsx**.

	Funds Unlimited	Capital Venture Inc.
7		
8	Interest Rate 8.65%	9.25% annual rate
9	Amortization 15	12 years for repayment principal amount
10	Loan Amount \$ 385,000	\$ 385,000 borrowed
11		
12	Monthly Payment (\$1,825.17)	includes principal and interest
13	Monthly Principal Payment (1st payment) (\$1,049.97)	payment on principal for the first month of the loan
14		
15		
16	Total Loan Payments (\$688,531.46)	(\$638,755.48)

© Paradigm Publishing Inc.

ACTIVITY 3.4

Using Logical IF Function

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With **Excels3-03.xlsx** open, click sheet tab **Bonus** at bottom of screen.

- Make C7 in Bonus worksheet the active cell.

- Type **=i**

then read ScreenTip next to **IF** in Formula AutoComplete box.

- Double-click **IF** in Formula AutoComplete.
- Click Insert Function and drag Function Arguments box to see all cells in row 7.

© Paradigm Publishing Inc.

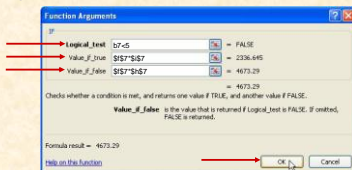
ACTIVITY 3.4

Using Logical IF Function

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With insertion point in **Logical_test** box, type **b7<5** then press Tab.



- With insertion point in **Value_if_true** box, type **\$f\$7*\$i\$7** then press Tab.
- With insertion point in **Value_if_false** box, type **\$f\$7*\$h\$7** then click OK.

© Paradigm Publishing Inc.

ACTIVITY 3.4

Using Logical IF Function

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Drag fill handle in C7 down to row 15 then click any cell to deselect range.

- Make C17 the active cell then create a **SUM** function to calculate total bonuses.

- Format values in column C to **Comma Style**.

- Click each cell within range C8 to C15 and review formula in Formula bar.

- Save and close **Excels3-03.xlsx**.

© Paradigm Publishing Inc.

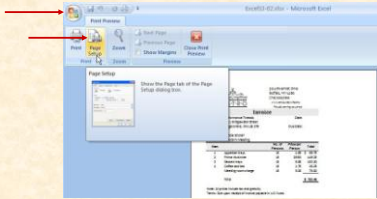
ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **ExcelS3-02.xlsx**.
- Click Office, point to right-pointing arrow at right of *Print*, and click *Print Preview*.
- Click Page Setup.



© Paradigm Publishing Inc.

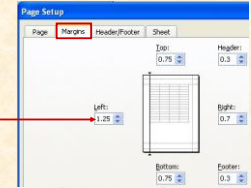
ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click Margins tab at Page Setup box.
- Select current entry in *Left* text box, type **1.25**, then click OK.
- Click Print.
- At Print dialog box, click OK.
- Save and close **ExcelS3-02.xlsx**.



© Paradigm Publishing Inc.

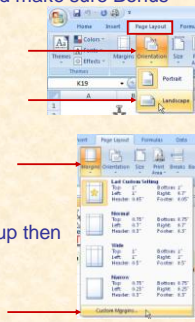
ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **ExcelS3-03.xlsx** and make sure Bonus worksheet is active.
- Click Page Layout, click Orientation in Page Setup, then click *Landscape*.
- Click Margins in Page Setup then click *Custom Margins*.



© Paradigm Publishing Inc.

ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click *Horizontally* in *Center on page* section then click OK.



- Click Print.
- Save and close **ExcelS3-03.xlsx**.

© Paradigm Publishing Inc.

ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **ExcelS3-01.xlsx**.
- Display worksheet in Print Preview. Note the worksheet requires four pages to print.
- Click Close in Print Preview.



© Paradigm Publishing Inc.

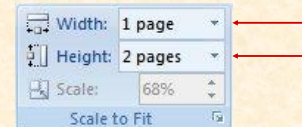
ACTIVITY 3.5

Changing Margins; Centering a Worksheet on a Page; Scaling a Worksheet

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With Page Layout active, click Orientation in Page Setup group then click *Landscape*.
- Click Width arrow in Scale to Fit then click *1 page*.



- Click Height arrow in Scale to Fit then click *2 pages*.
- Print worksheet.
- Save and close **ExcelS3-01.xlsx**.

© Paradigm Publishing Inc.

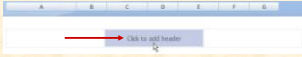
ACTIVITY 3.6

Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **ExcelS3-03.xlsx** and click tab labeled **Loan** at bottom of screen.
- Click **Page Layout View**.
- Use scroll bars to adjust window so **Loan** worksheet and white space for margins is visible.
- Click over **Click to add header**.



- Click at left edge of Header area to open left text box then type your first and last names.



© Paradigm Publishing Inc.

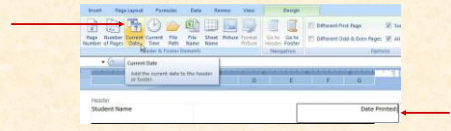
ACTIVITY 3.6

Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click at right edge of Header area to open right text box, type **Date Printed**; press spacebar once.



- Click **Current Date** in Header & Footer Tools Design tab.



© Paradigm Publishing Inc.

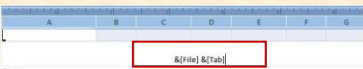
ACTIVITY 3.6

Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click **Go to Footer** in Header & Footer Tools Design tab.
- Click in center of Footer area to open for editing.
- Click **File Name** in Header & Footer elements, press spacebar once, then click **Sheet Name**.



- Click anywhere in worksheet area outside footer to close footer section.



© Paradigm Publishing Inc.

ACTIVITY 3.6

Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Scroll to top of worksheet to view header. Note Excel displays current date.



- Scroll to bottom of worksheet, note the **&[File]** and **&[Tab]** codes display workbook file name and sheet name.



- Click **Page Layout**.



© Paradigm Publishing Inc.

ACTIVITY 3.6

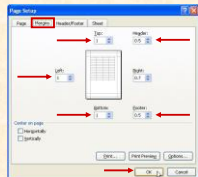
Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click **Margins** button in Page Setup group, click **Custom Margins**, then change margin settings as indicated at Page Setup dialog with Margins active:

- Left 1
- Top 1
- Header 0.5
- Bottom 1
- Footer 0.5



- Click **OK** to close Page Setup.



© Paradigm Publishing Inc.

ACTIVITY 3.6

Using Page Layout View; Inserting Headers and Footer

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Review new margins in Page Layout view.



- Print worksheet.
- Click **Normal** at right end of Status bar.
- Save and close **ExcelS3-03.xlsx**.



© Paradigm Publishing Inc.

ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Open **WBQtrExpenses.xlsx**.
- Save as **ExcelS3-04**.
- Click **Page Layout**.
- Click **Themes** in Themes group.
- Slowly roll mouse over each theme in drop-down gallery, watch preview apply theme's colors and fonts to worksheet.
- Click **Verve**.



© Paradigm Publishing Inc.

ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click **Colors** in Themes group.
- Click **Solstice**.



© Paradigm Publishing Inc.

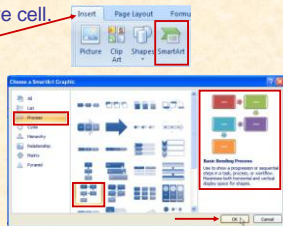
ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Make **A16** the active cell.
- Click **Insert**.
- Click **SmartArt** in Illustrations group.
- At **Choose a SmartArt Graphic** box, click **Process**; then click **Bending Process 3**. Note preview of graphic in right pane, read description and click **OK**.
- If **Type your text here** window displays, click **Text Pane** button in **Create Graphic** group.



© Paradigm Publishing Inc.

ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click over **[Text]** in top left box in SmartArt object, type **Accounting clerk checks invoices**.



- Enter text in remaining boxes by clicking box then typing text. After entering last entry, click outside box in perimeter of SmartArt object.



© Paradigm Publishing Inc.

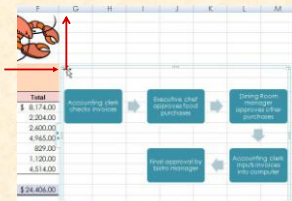
ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Point to border of SmartArt object until pointer displays with four-headed arrow icon, hold down left mouse button, then drag SmartArt object to top right of worksheet.



© Paradigm Publishing Inc.

ACTIVITY
3.7

**Formatting a Worksheet Using a Theme;
Inserting a SmartArt Diagram**

Links to
Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- If necessary, click **SmartArt Tools Design**.
- Click **Change Colors** in **SmartArt Styles** then click **Colorful Range - Accent Colors 5 to 6** at drop-down gallery.
- Click **Subtle Effect** in **SmartArt Styles** group.
- Click outside SmartArt graphic to **deselect** object.
- Save **ExcelS3-04.xlsx**.



© Paradigm Publishing Inc.

ACTIVITY 3.8

Creating a Column Chart

Links to Activities

- With **ExcelS3-04.xlsx** open, select A3:E10.
- Click **Insert**.
- Click **Column** in **Charts** group.
- Click **3-D Clustered Column** at drop-down list.

Chart created can be moved, resized, and formatted.

© Paradigms Publishing Inc.

ACTIVITY 3.8

Creating a Column Chart

Links to Activities

- Click **Move Chart** in **Chart Tools Design**.

- At **Move Chart**, click **New sheet**.
- With **Chart1** selected in **New sheet** box, type **ColumnChart** then click **OK**.

© Paradigms Publishing Inc.

ACTIVITY 3.8

Creating a Column Chart

Links to Activities

- Click **Layout 3** in **Chart Layouts**.
- Click once over **Chart Title** to select title object, click at beginning of text to place insertion point inside chart title box, delete **Chart Title**, type **Operating Expenses by Quarter**.
- Click inside chart area to deselect title text.

© Paradigms Publishing Inc.

ACTIVITY 3.8

Creating a Column Chart

Links to Activities

- Click **More arrow** in **Chart Tools Design**.

- Click **Style 8**.

- Save **ExcelS3-04.xlsx**.

© Paradigms Publishing Inc.

ACTIVITY 3.9

Creating a Pie Chart

Links to Activities

- With **ExcelS3-04.xlsx** open, click **Sheet1** near bottom left corner.
- Click any cell to deselect range.
- Select range **A3:A10**, hold down **Ctrl** key, then select range **F3:F10**.

	A	B	C	D	E	F
1						
2						
3		Q1	Q2	Q3	Q4	Total
4	Advertising	\$ 2,200.00	\$ 1,850.00	\$ 2,347.00	\$ 1,777.00	\$ 8,174.00
5	Bank charges	329.00	541.00	624.00	710.00	2,204.00
6	Cleaning	650.00	650.00	650.00	650.00	2,600.00
7	Linens	985.00	1,110.00	1,344.00	1,526.00	4,965.00
8	Office supplies	143.00	255.00	249.00	182.00	829.00
9	Telephone	256.00	241.00	355.00	268.00	1,120.00
10	Utilities	1,142.00	1,284.00	961.00	1,157.00	4,544.00
11						

- Click **Insert**.

© Paradigms Publishing Inc.

ACTIVITY 3.9

Creating a Pie Chart

Links to Activities

- Click **Pie**.
- Click **Pie in 3-D**.
- Point to border of chart object until pointer displays with four-headed arrow icon, hold down left mouse button, drag chart below worksheet. Position chart centered below columns A-F with top edge in row 16.

© Paradigms Publishing Inc.

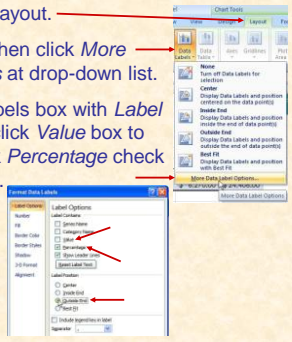
ACTIVITY 3.9

Creating a Pie Chart

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click Chart Tools Layout.
- Click Data Labels then click *More Data Label Options* at drop-down list.
- At Format Data Labels box with *Label Options* selected, click *Value* box to clear box then click *Percentage* check box to add a check.
- Click *Outside End* in *Label Position*.



© Paradigm Publishing Inc.

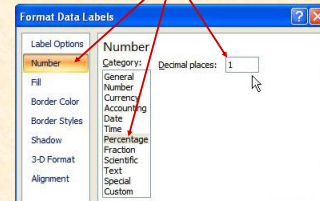
ACTIVITY 3.9

Creating a Pie Chart

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click *Number* in left pane, click *Percentage* in *Category* list, then decrease *Decimal places* to 1.
- Close Format Data Labels.



© Paradigm Publishing Inc.

ACTIVITY 3.9

Creating a Pie Chart

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click Chart Tools Design.
- Click More arrow then click *Style 10* at drop-down list.
- Change chart title to **Total Operating Expenses**.
- Click in area outside chart to deselect chart.
- Save *Excels3-04.xlsx*.



© Paradigm Publishing Inc.

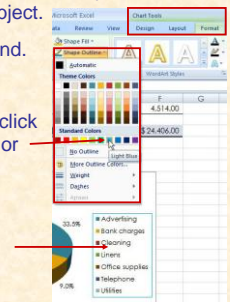
ACTIVITY 3.10

Modifying and Formatting Charts

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With *Excels3-04.xlsx* open, click anywhere inside pie chart to select chart object.
- Click inside pie chart legend.
- Click Chart Tools Format.
- Click Shape Outline then click *Light Blue* color box in color palette.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Modifying and Formatting Charts

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Right-click chart title then use Font and Font Size in Mini toolbar to change title to 16-point Verdana.
- Click inside chart area to deselect chart title.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Modifying and Formatting Charts

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click inside any percent value around edge of pie.
- Click inside 33.5% to select one data point. The handles surrounding other six data points disappear.
- Point to border of data label then drag label down until value is outside pie like others.
- Click in worksheet area outside pie chart.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Modifying and Formatting Charts

Links to Activities

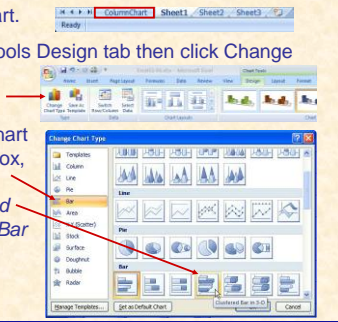
- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click ColumnChart tab then click inside chart to select the chart.

- Click Chart Tools Design tab then click Change Chart Type.

- At Change Chart Type dialog box, click Bar then click Clustered Bar in 3-D in Bar section.

- Click OK.



© Paradigm Publishing Inc.

ACTIVITY 3.10

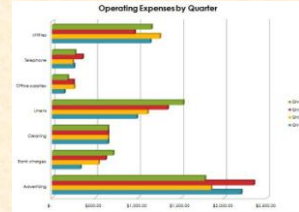
Modifying and Formatting Charts

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click Layout 1 in Chart Layouts.

- Click More arrow in Chart Styles then click Style 2 in drop-down list.



- Save ExcelS3-04.xlsx.

© Paradigm Publishing Inc.

ACTIVITY 3.11

Inserting, Moving, and Resizing Pictures and Clip Art

Links to Activities

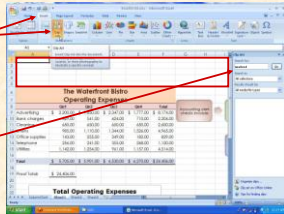
- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With ExcelS3-04.xlsx open, click Sheet1 tab.

- Insert 5 rows above row 1 then make A1 the active cell.

- Click Insert tab then click Clip Art.

- Click in Search for box at top of Clip Art, type seafood, then click Go.



© Paradigm Publishing Inc.

ACTIVITY 3.11

Inserting, Moving, and Resizing Pictures and Clip Art

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Scroll images in Results until you see clip art shown. Position mouse pointer over picture then click once.

- Position pointer on round white sizing handle at bottom right corner of image, hold down left mouse button, drag pointer up and left until image fits in first five rows.



© Paradigm Publishing Inc.

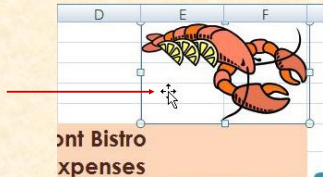
ACTIVITY 3.11

Inserting, Moving, and Resizing Pictures and Clip Art

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Move pointer over image until four-headed arrow icon appears, hold down left mouse button, then drag image until right edge of picture aligns at right edge of worksheet.



- Click Close button in upper right corner.

© Paradigm Publishing Inc.

ACTIVITY 3.11

Inserting, Moving, and Resizing Pictures and Clip Art

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click A1 then click Picture.

- At Insert Picture, navigate to ExcelS3 folder on storage medium then double-click file named TWBLogo.jpg.

- Using sizing handles, resize picture until image fits above top left edge of worksheet.

- Click in any cell to deselect image.



- Save ExcelS3-04.xlsx.

© Paradigm Publishing Inc.

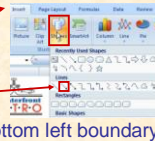
ACTIVITY 3.12

Inserting Shapes and Text Boxes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- With **ExcelS3-04.xlsx** open, click Insert.
- Click Shapes button then click Arrow button.
- Position crosshairs + near bottom left boundary of D18, drag crosshairs up toward value **1,254.00** in C15, release left mouse button.



	Qtr1	Qtr2	Qtr3	
8				
9	Advertising	\$ 2,200.00	\$ 1,850.00	\$ 2,347.00
10	Bank charges	329.00	541.00	624.00
11	Clearing	650.00	650.00	650.00
12	Linens	985.00	1,110.00	1,344.00
13	Office supplies	143.00	255.00	249.00
14	Telephone	256.00	241.00	355.00
15	Utilities	1,142.00	1,254.00	961.00
16	Total	\$ 5,705.00	\$ 5,901.00	\$ 6,530.00
17				
18				
19	Proof total:	\$ 24,406.00		

© Paradigm Publishing Inc.

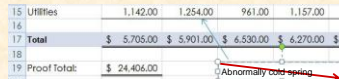
ACTIVITY 3.12

Inserting Shapes and Text Boxes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click Text Box in Drawing Tools Format tab.
- Position pointer at top left boundary of D19 then drag pointer down and right to draw text box the approximate size shown.
- Type **Abnormally cold spring** inside box.



15	Utilities	1,142.00	1,254.00	961.00	1,157.00	4
16						
17	Total	\$ 5,705.00	\$ 5,901.00	\$ 6,530.00	\$ 6,270.00	\$ 24
18						
19	Proof total:	\$ 24,406.00				
20						

- Click outside box to deselect object

© Paradigm Publishing Inc.

ACTIVITY 3.12

Inserting Shapes and Text Boxes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click arrow to select drawn object, hold down Ctrl key, then click text box object.
- Click Drawing Tools Format.
- Click Shape Outline then click *Light Blue* color box.
- Click Shape Outline a second time, point to *Weight*, then click *1½ pt* at weight gallery.
- Click in any cell to deselect drawn shapes.



© Paradigm Publishing Inc.

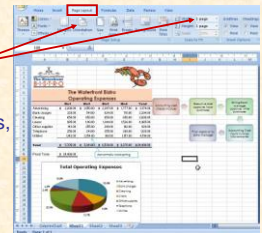
ACTIVITY 3.12

Inserting Shapes and Text Boxes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Switch to Page Layout view then click Page Layout tab.
- Change orientation to landscape, scale width to 1 page.
- Change zoom settings, view as much of the worksheet, images, pie chart, and SmartArt diagram as possible.
- Print worksheet.



© Paradigm Publishing Inc.

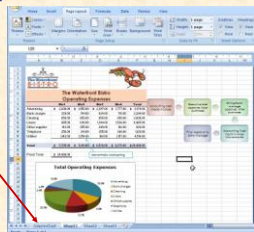
ACTIVITY 3.12

Inserting Shapes and Text Boxes

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12

- Click ColumnChart tab near bottom left corner then print bar chart.



- Save and close **ExcelS3-04.xlsx**.

© Paradigm Publishing Inc.