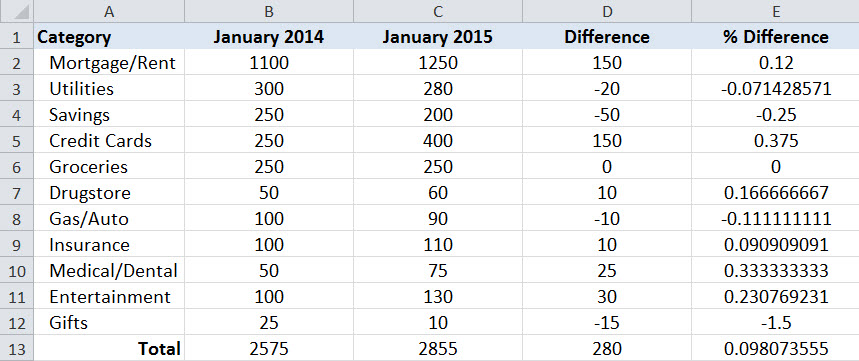
**Activity Sheet: MS Excel 2010: Charts & Graphs**

**ACTIVITY #1**

1. Open *Practice File- MS* *Excel 2010 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):



1. Adjust the borders and formatting as follows:
   * Add borders to cells **A1: E13**
   * Add a **Top and Double Bottom** **Border** to cells **B12:E12**
   * Add an **Outside Border** to cells **A1:E1**
   * Adjust cells **B2:D13** so they are in **Accounting** format
   * Adjust cells **E2:E13** so they are in **Percentage** format and reduce the number of decimal places to **0**

**ACTIVITY #2**

1. Highlight cells **A1:C12**
2. Click on the **Insert** tab, and then on the **Column** button ; 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 on the **Layout** tab in the **Chart Tools** tab to access the **Labels** group
4. Click on the **Chart Title** button and select the **Above Chart** option
5. Highlight the text and change it to read “Budget Comparison”
6. Click on the **Legend** button inside the **Layout** tab and move the legend to the bottom of the chart
7. On the **Design** tab, click the down arrow in the **Chart Styles** group and select a different design option for your chart
8. Bold the values in your vertical axis and change the text in your horizontal axis to **Corbel**
9. Click **Axes** > **Primary Vertical Axis** > **More Primary Vertical Axis options** on the **Layout** tab to access the **Format** **Axis** window
10. Click **Axis Options** and change the **Minimum** to **Fixed** and adjust the value to **10**; changethe **Maximum** to **Fixed** and adjust the value to **1300**
11. Click on your chart, and then click the **Print** button to see a preview of your chart
12. Click the **January Budget (Edited)** worksheet tab at the bottom of your screen to compare your work to completed version. Your chart should look like the chart below.

