## 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.

Bar Chart