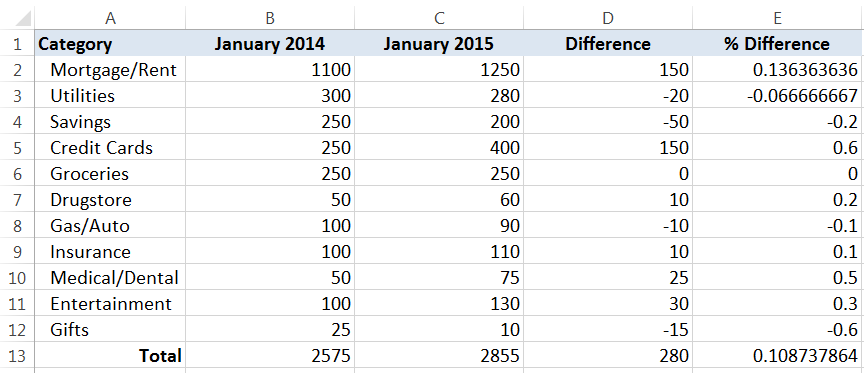
Activity Sheet: MS Excel – Charts & Graphs

**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):



1. 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 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.

