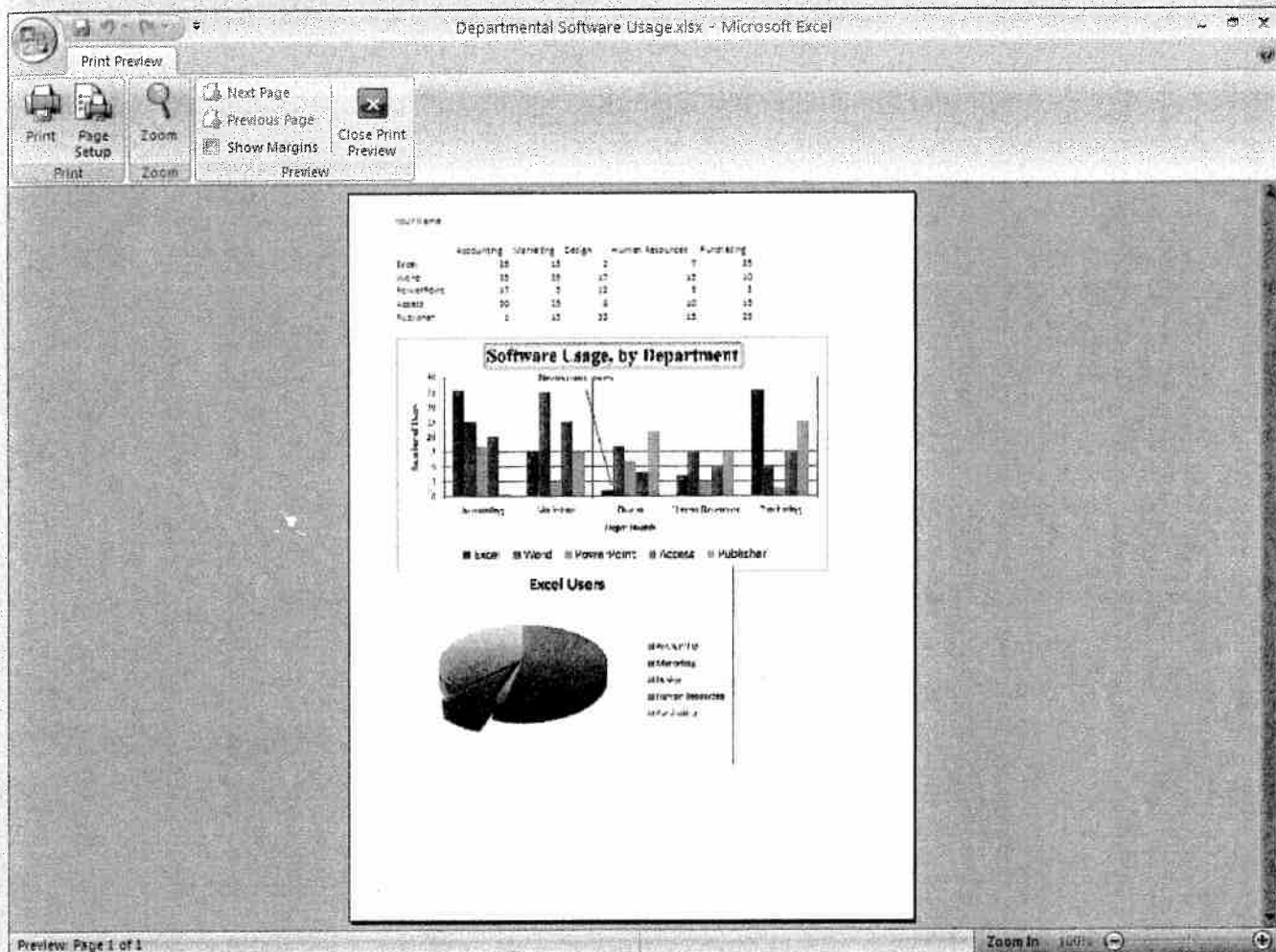


SKILLS REVIEW (CONTINUED)

- g. View the worksheet and charts in the Print Preview window, make sure all the contents fit on one page, then compare your work to Figure D-25.
- h. Save your work.
- i. Close the workbook, then exit Excel.

FIGURE D-25



Excel 2007

INDEPENDENT CHALLENGE 1

You are the operations manager for the Springfield Theater Group in Massachusetts. Each year the group applies to various state and federal agencies for matching funds. For this year's funding proposal, you need to create charts to document the number of productions in previous years.

- a. Start Excel, open the file EX D-3.xlsx from the drive and folder where you store your Data Files, then save it as *Springfield Theater Group*.
- b. Take some time to plan your charts. Which type of chart or charts might best illustrate the information you need to display? What kind of chart enhancements do you want to use? Will a 3-D effect make your chart easier to understand?

INDEPENDENT CHALLENGE 1 (CONTINUED)

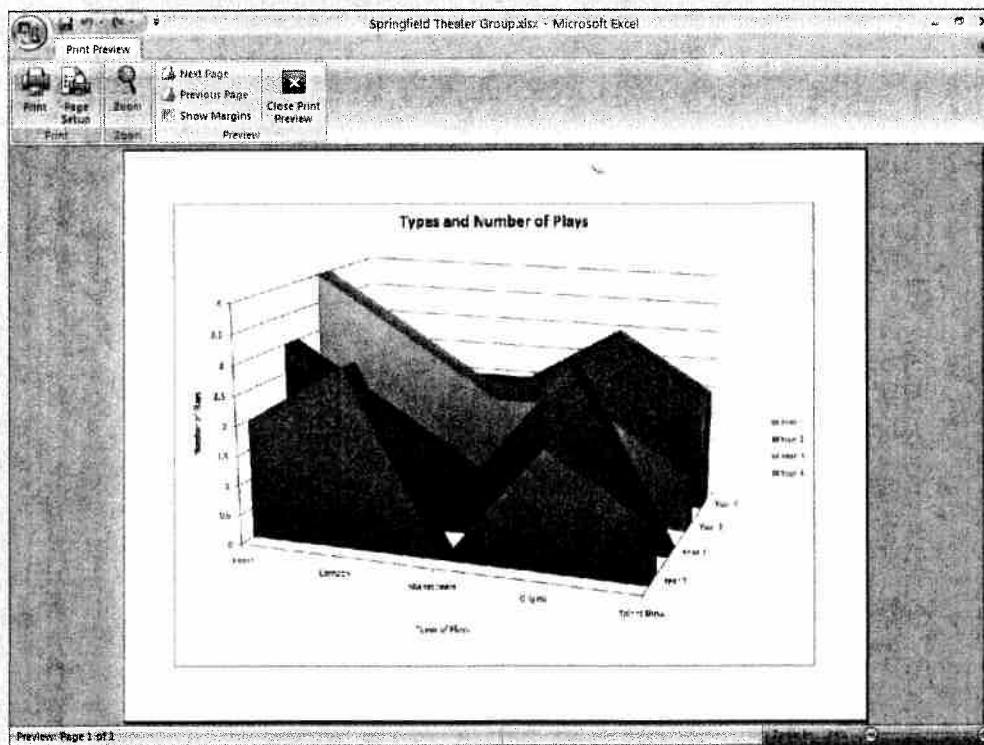
- c. Create a clustered column chart for the data.
- d. If you wish, change at least one of the colors used in a data series.
- e. Make the appropriate modifications to the chart to make it easy to read and understand, and visually attractive. Include chart titles, legends, and value and category axis titles, using the suggestions in Table D-3.

TABLE D-3

suggested chart enhancements for a column chart	
Title	Types and Number of Plays
Legend	Year 1, Year 2, Year 3, Year 4
Vertical axis title	Number of Plays
Horizontal axis title	Play Types

- f. Create at least two additional charts for the same data to show how different chart types display the same data. Place each new chart on its own sheet in the workbook, and name the sheet according to the type of chart you created. One of the additional charts should be a pie chart; the other is up to you. Modify each new chart as necessary to improve its appearance and effectiveness. Compare your chart to the sample in Figure D-26.

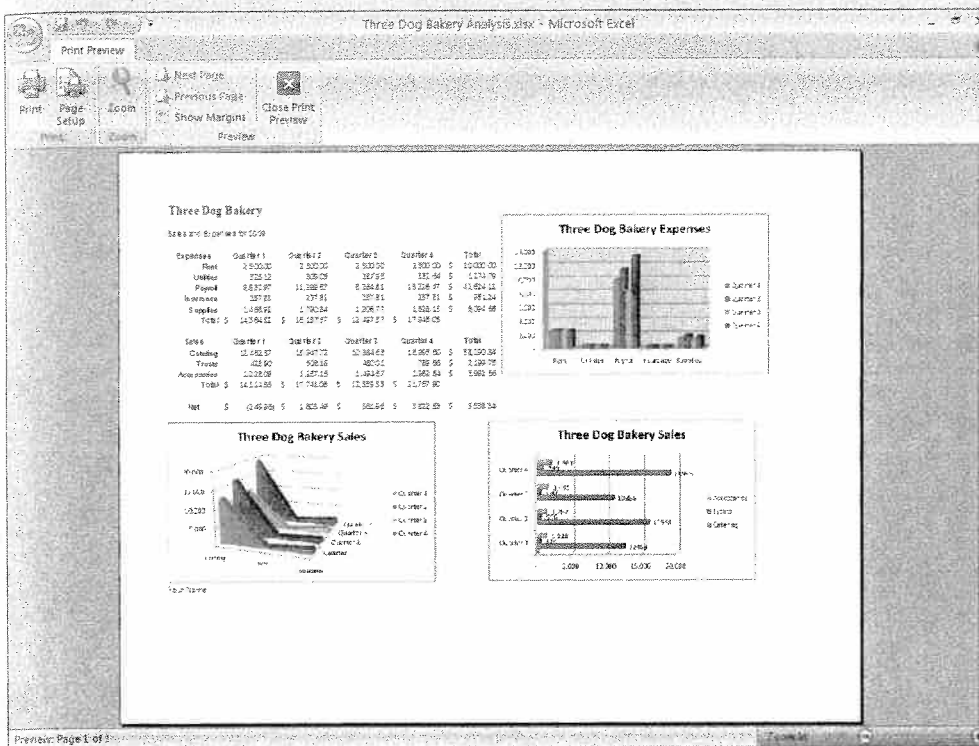
FIGURE D-26



- g. Enter your name in the worksheet header.
- h. Save your work. Before printing, preview the workbook in Print Preview, then adjust any items as necessary.
- i. Print the worksheet (charts and data).
- j. Close the workbook, then exit Excel.

INDEPENDENT CHALLENGE 2

FIGURE D-27



You work at Three Dog Bakery, a locally-owned bakery for dogs. One of your responsibilities at the bakery is to manage the company's sales and expenses using Excel. Another is to convince the current staff that Excel can help them make daily operating decisions more easily and efficiently. To do this, you've decided to create charts using the previous year's operating expenses, including rent, utilities, and payroll. The manager will use these charts at the next monthly meeting.

- Start Excel, open the Data File EX D-4.xlsx from the drive and folder where you store your Data Files, then save it as *Three Dog Bakery Analysis*.
- Decide which data in the worksheet should be charted. What type of chart or charts are best suited for the information you need to show? What kinds of chart enhancements are necessary?
- Create a 3-D column chart (with the data series in rows) on the worksheet, showing the expense data for all four quarters. (*Hint: Do not include the totals.*)
- Change the scale of the vertical axis (Expense data) so no decimals are displayed. (*Hint: Right-click the scale you want to modify, click Format Axis, click Number category, change the number of decimal places, then click Close.*)
- Using the sales data, create two charts on this worksheet that illustrate trends in the data. (*Hint: Move each chart to a new location on the worksheet, then deselect it before creating the next one.*)
- In one chart of the sales data, add data labels, then add chart titles as you see fit.
- Make any necessary formatting changes to make the charts look more attractive, then enter your name in a worksheet cell.
- Save your work.
- Before printing, preview each chart, and adjust any items as needed. Fit the charts to a single page, then print one copy. Compare your work to the sample in Figure D-27.
- Close the workbook, then exit Excel.

EXAM 2007

