

Project 5-1: Creating a Simple Chart

In this exercise you will create a simple chart in a new worksheet.

1. Open Excel and create a new blank worksheet.
2. Save your document as **project_5-1_simple_chart**.
3. In A1, type **Date**. In B1, type **Calls**.
4. Populate A2:A9 with the dates **December 1-8**.
5. Populate B2:B9 with the data series **6, 4, 4, 9, 6, 2, 6, 9**.
6. Apply the **Heading 2** cell style to A1:B1.
7. Select A1:B9. Click the **Quick Analysis** button, then select **Charts > Line**.
8. Save and close your document.

Project 5-2: Chart Elements

In this exercise you'll begin to customize the content and presentation of your chart.

1. Open the document **5-2-source** and save it as **project_5-2_elements**.
2. Click on the chart's **Chart Elements** button.
3. Deselect **Gridlines**. Select **Axis Titles > Primary Vertical** (not **Horizontal**).
4. Select the chart's title (**Calls**), then double click it to edit the text. Type **Daily Sales Calls**.
5. Similarly edit the vertical axis title to **Only completed calls are counted**.
6. Click the **Chart Styles** button and select **Style 2**.
7. Under **Chart Styles > Color**, select **Color 3** (orange).
8. Press **Ctrl+W** to close the document. When prompted, save your work.