

Activity 21 - Creating Charts

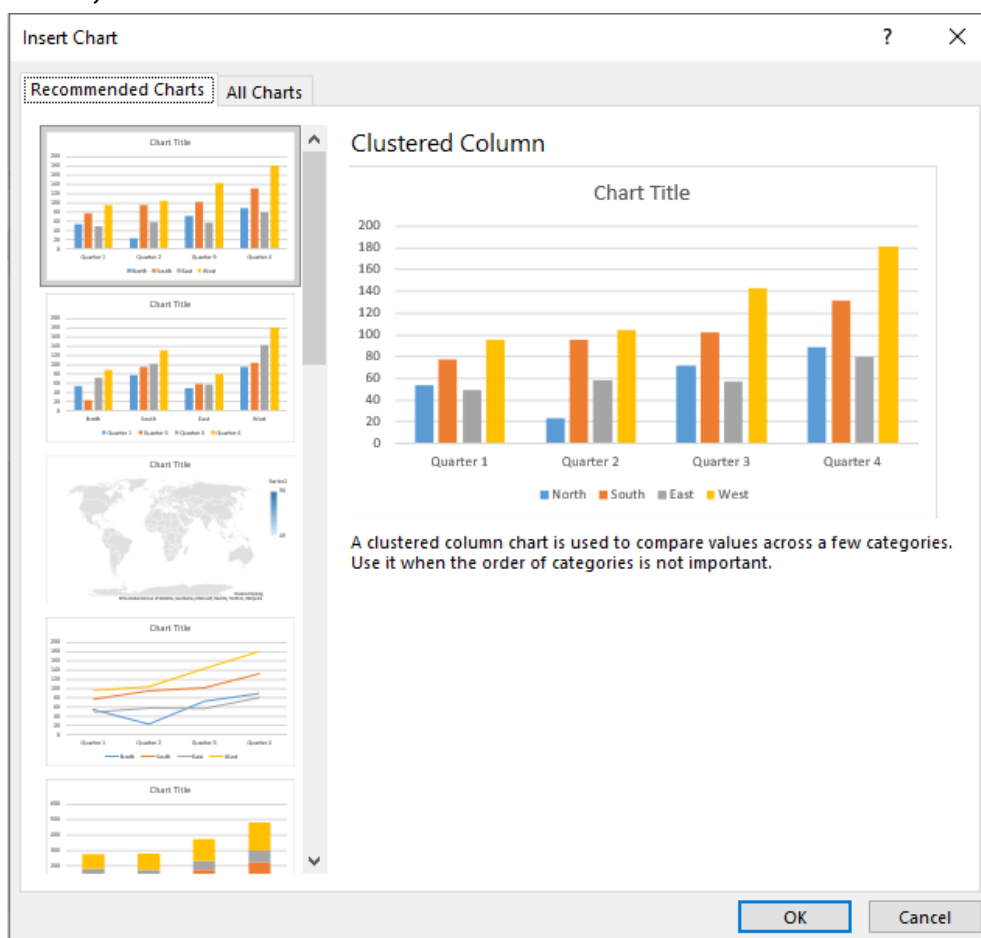
Data File

21.Annual Sales.xlsx

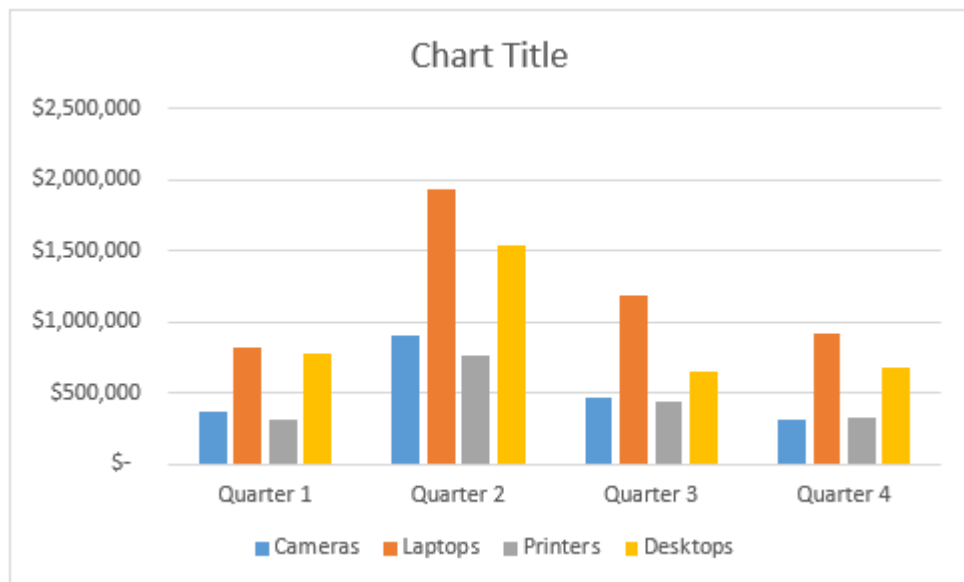
Scenario

As a marketing analyst for Develetech Industries, you have received the Annual Sales workbook from the sales team. The sales manager has asked you to build charts for the data in the workbook to be used in the annual company meeting.

1. In Excel, open the workbook **21.Annual Sales.xlsx**.
2. Create a clustered column chart from the quarterly sales data.
 - a. Verify that the **Quarterly Sales** worksheet is selected and select the range **A1:E5**.
 - b. Select **Insert** → **Recommended Charts**.
 - c. Explore the **Recommended Charts** by selecting the chart thumbnails.
 - d. Select the first recommended chart, a **Clustered Column** chart, and select **OK**.



- e. Verify that the clustered column chart was created.




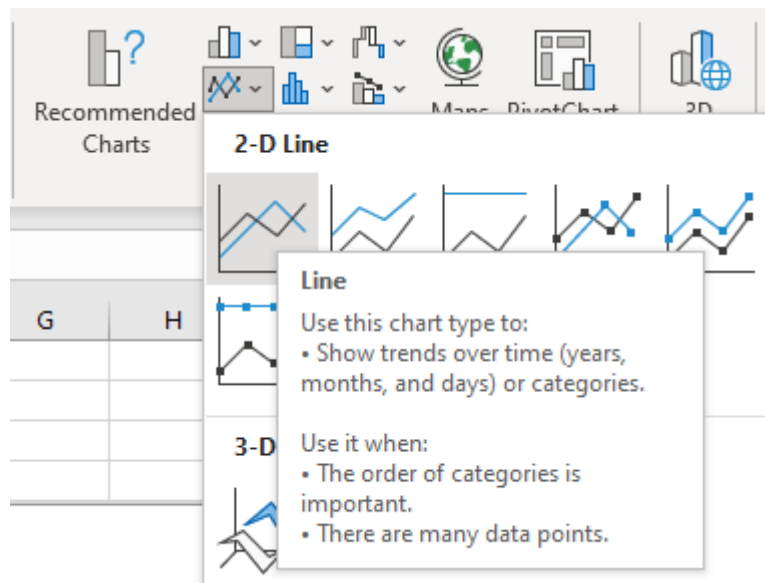
f. Move the chart to below the table, as necessary.


3. Create a line chart from the monthly sales of laptops.

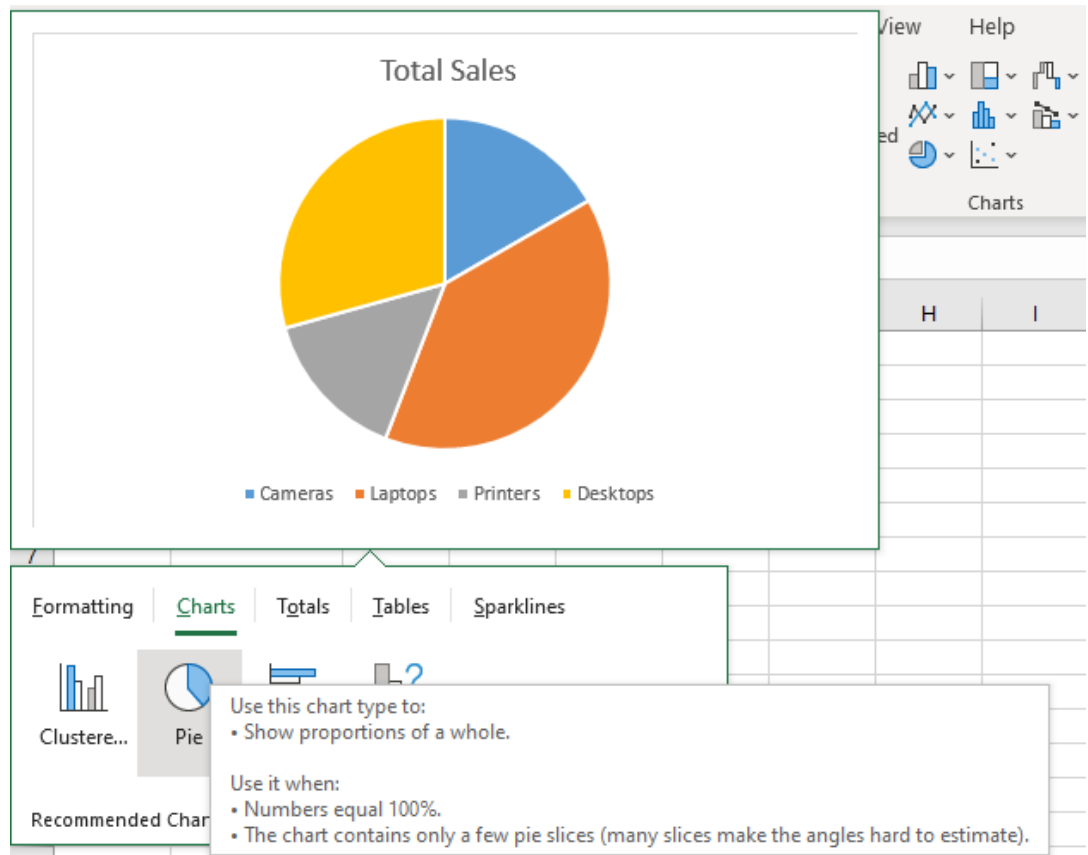
a. Select the **Sales Trends** worksheet and select the range **A1:A13**.

b. Hold **Ctrl** and select **C1:C13**.

c. Select **Insert** → **Insert Line or Area Chart**  and select **Line**, the first 2-D line chart variant.



4. Create a pie chart from the sales comparison data.
 - a. Select the **Sales Comparison** worksheet and select the range **A1:B5**.
 - b. Select the **Quick Analysis** button  and select the **Charts** tab.
 - c. Hover over the various chart types and select the **Pie** chart type.



5. Save the workbook as **My Annual Sales.xlsx** and keep the file open.