

Activity 22 – Modifying and Formatting Charts

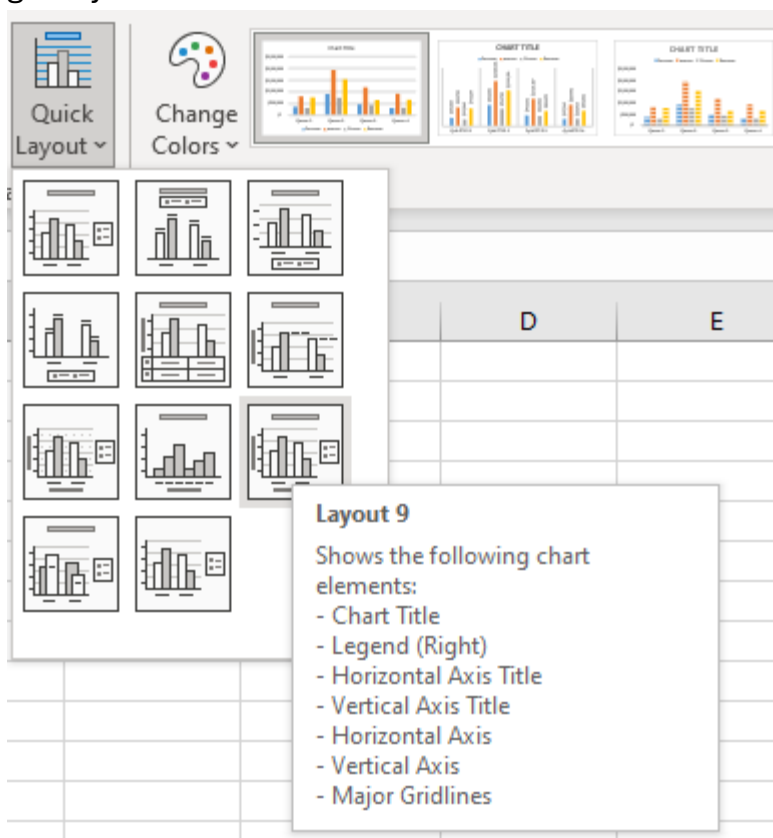
Before You Begin

The workbook My Annual Sales.xlsx is open.

Scenario

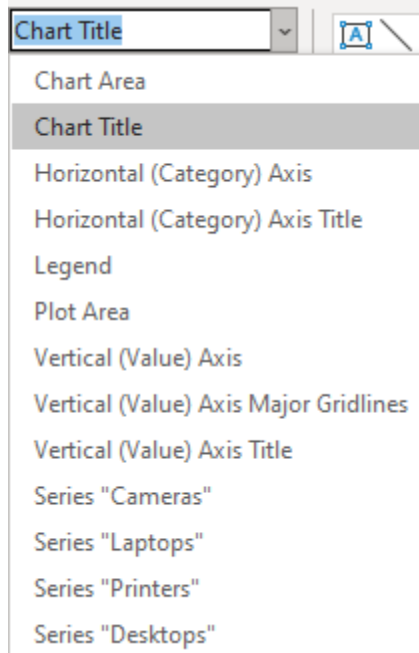
As a marketing analyst, you have shared your initial charts with your manager. Your manager has suggested you modify and format these charts for a better presentation at the annual company meeting.

1. Change the layout of the clustered column chart on the **Quarterly Sales** worksheet.
 - a. Select the **Quarterly Sales** worksheet and, if necessary, select the clustered column chart.
 - b. Select **Chart Design**→**Quick Layout** and select **Layout 9** from the gallery.

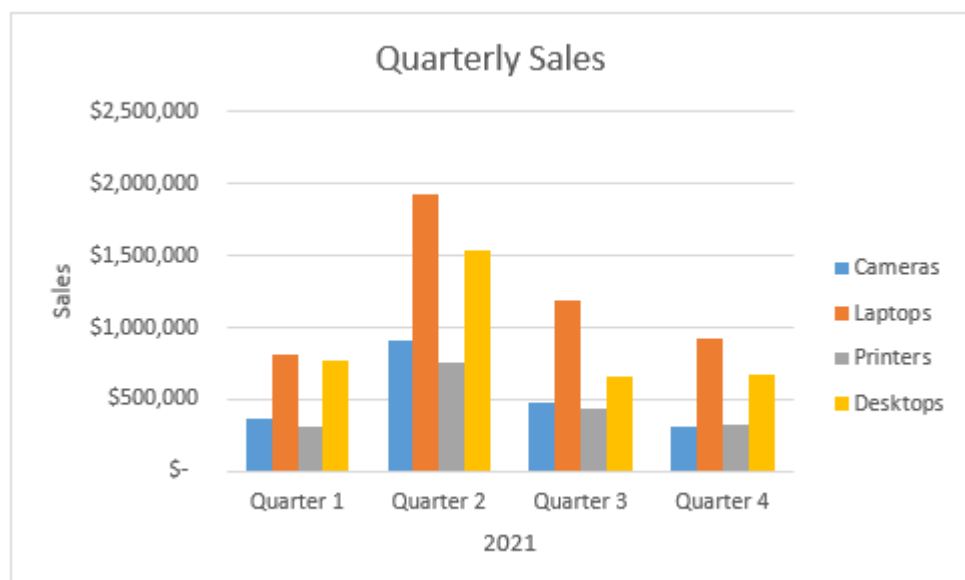





- Notice the new axis titles and that the legend was moved from the bottom to the right.

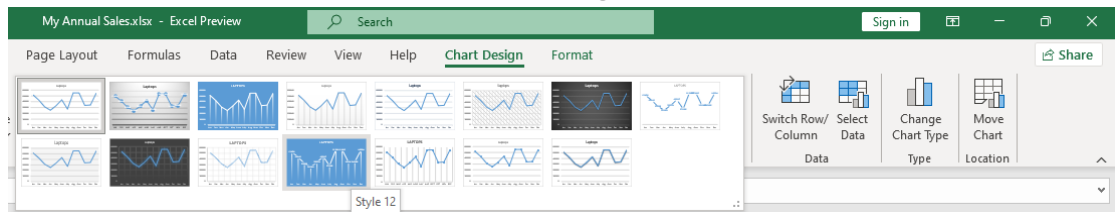
2. Change the default titles on the column chart.
 - a. On the **Format** contextual tab, from the **Chart Elements** drop-down list, select **Chart Title**.




- b. Select the **Formula Bar** and type **Quarterly Sales** and press **Enter**.
- c. Select the **Vertical (Value) Axis Title** label on the left side of the chart, type **Sales** and press **Enter**.
 - You may notice that the text is entered in the **Formula Bar**.
- d. Select the **Horizontal (Category) Axis Title** label at the bottom of the chart, type **2021** and press **Enter**.

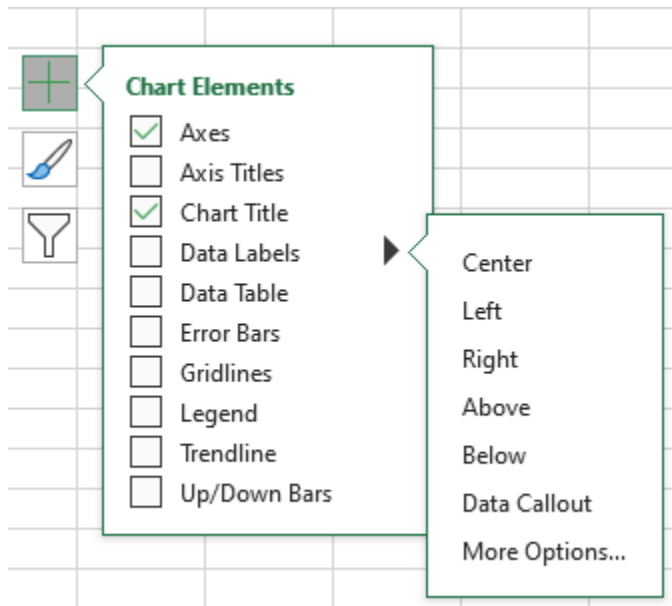


3. Move and resize the Quarterly Sales clustered column chart.
 - a. Point to the chart area surrounding the chart. Using the move pointer  click and drag the chart so that the upper-left of the chart covers cell **G3**.
 - It is good practice to leave at least one row and one column of space around the edges of charts.
 - b. Point the cursor to the bottom-right resize handle until the mouse changes to a resize pointer. 
 - c. Click and drag to enlarge the chart to cover cell **P20**.
4. Modify the chart style of the Laptops line chart on the **Sales Trends** worksheet.
 - a. Select the **Sales Trends** worksheet and, if necessary, select the line chart.
 - b. On the **Chart Design** contextual tab, in the **Chart Styles** group, select the **More button**  and from the gallery, select **Style 12**.

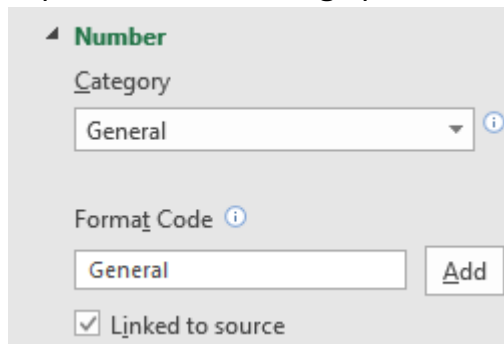


5. Change the labels on the line chart to a currency format.

- a. Select the **Chart Elements** button  and hover over **Data Labels**. Select the arrow that appears to the right and select **More Options** from the menu.



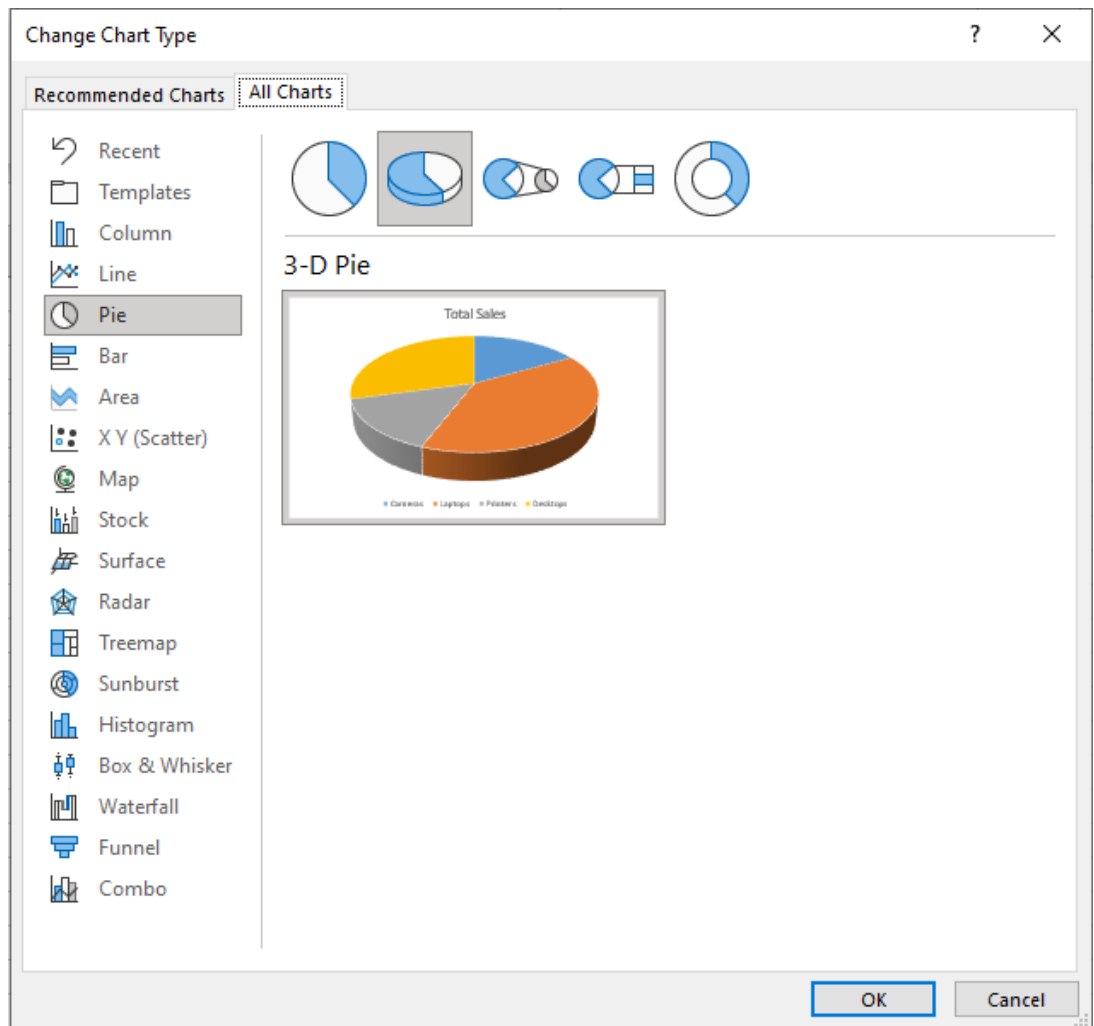
- b. In the **Label Options** section, scroll down and select **Number** to expand the formatting options.





- c. In the **Category** menu, select **Currency**.
d. In **Decimal places**, type **0**
e. Close the **Format Data Labels** task pane.

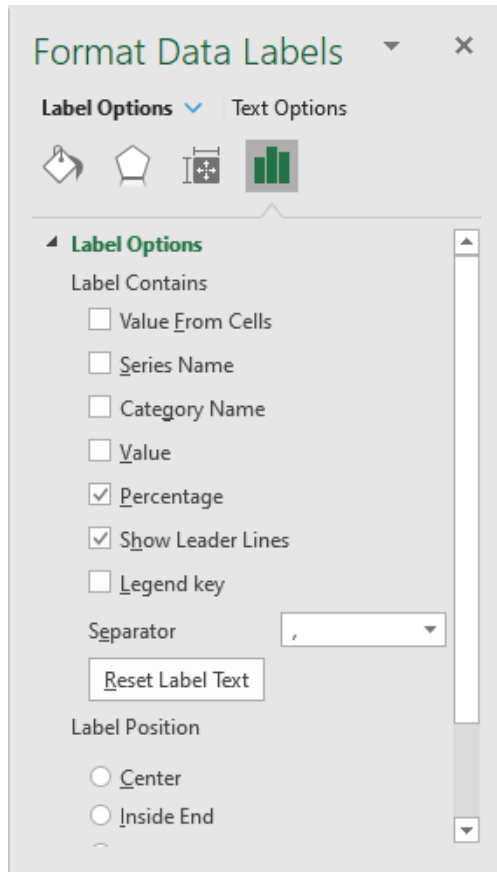


6. Change the chart type of the pie chart on the **Sales Comparison** worksheet to a 3-D pie chart.
 - a. Select the **Sales Comparison** worksheet and, if necessary, select the pie chart.
 - b. Select **Chart Design** → **Change Chart Type**.
 - c. From the **Pie** category, select the second variant, **3-D Pie**, and select **OK**.

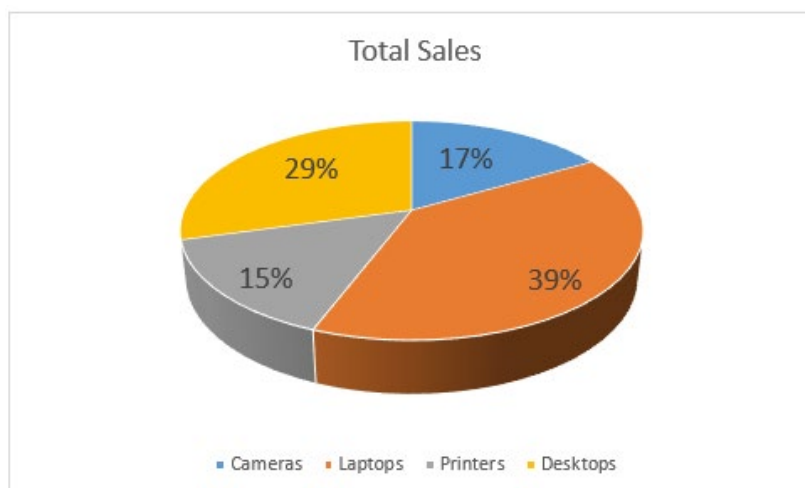


7. Apply a chart style to the pie chart.

- a. Select the **Chart Styles** button. 
- b. Select **Style 1**.
- c. Select the **Chart Elements** button  and hover over **Data Labels**. Select the arrow that appears to the right and select **More Options** from the menu.
- d. In the **Format Data Labels** task pane, in the **Label Options** section, check the **Percentage** check box and uncheck the **Value** check box.



- e. Close the **Format Data Labels** task pane.
- f. On the **Home** tab, from the **Font Size** drop-down list, select **14**.



8. Save the workbook and keep the file open.