

Reprinted with permission from Barb Huls, Grand Island Northwest

Spreadsheet Charts

Create a new Excel worksheet. Enter the following data into the appropriate cells.

- Format columnar and row headings in bold
- Right align the months to match the data
- Format the values to currency with commas (no space separating \$ and value)
- Merge and center title and subtitle.
- Increase size of title to 14 pt; subtitle to 12 pt. Also put in bold.
- Enter formulas to calculate the monthly totals and totals for each city.
- Save the excel worksheet as “Charts” in your Excel file folder.

MediaLoft Eastern Division Stores							
FY 2006 Sales Following Advertising Campaign							
	July	August	September	October	November	December	Total
Boston	\$18,750	\$13,050	\$18,600	\$22,500	\$22,500	\$20,750	F
Chicago	\$17,200	\$18,200	\$17,250	\$19,500	\$18,600	\$19,500	F
Kansas City	\$12,150	\$11,500	\$15,350	\$18,100	\$17,050	\$17,500	F
NYC	\$19,500	\$16,250	\$18,900	\$20,500	\$22,000	\$23,800	F
Total	F	F	F	F	F	F	F

Using the data in your Media Loft spreadsheet, create a:

- Bar Chart (do not plot totals)
- Pie Chart (plotting totals only)
- Line Chart (do not plot totals)
- Stacked Bar Chart (do not plot totals)

Format each spreadsheet so that they are easy to read and understand by

- adding a title to each chart
- labeling the axis (if necessary)
- adjusting the size of the label fonts
- changing colors of lines
- other????

Change the page setup of each chart to landscape and add a custom header consisting of Name/Period, File name, and Date. Add a footer consisting of the sheet name centered at the bottom.

Do not print at this time.

Note: The MediaLoft activity can be done as a class; and then have students do the following enrollment activity as a graded activity.

Reprinted with permission from Barb Huls, Grand Island Northwest

Create a new Excel worksheet. Enter the following data into the appropriate cells.

- Format columnar and row headings in bold
- Right align the years to match the data
- Merge and center title and subtitle.
- Increase size of title to 14 pt; subtitle to 12 pt. Also put in bold.
- Enter formulas to calculate the yearly.
- Save the excel worksheet as “NW Charts” in your Excel file folder.

NORTHWEST HIGH SCHOOL ENROLLMENT FIGURES

Grade	2000-01	2001-02	2002-03	2003-04	2004-05
9th	199	138	165	169	175
10th	173	191	135	169	178
11th	173	164	187	137	160
12th	158	164	162	182	139
Total	703	657	649	657	652

Using the data in your enrollment spreadsheet, create a:

- Multiple Bar Chart (do not plot totals)
- Pie Chart (plotting data for 2004-05 school year only)
 - Explode slice for your grade
- Line Chart (do not plot totals)
 - Minimum scale of 130; maximum scale of 200; major unit of 10
- Stacked Bar Chart (do not plot totals)
 - Label individual grade levels

Format each spreadsheet so that they are easy to read and understand by

- adding a title to each chart
- labeling the axis (if necessary)
- adjusting the size of the label fonts
- changing colors of bar and lines
- other????

If you prepared on charts on separate sheets, rename each sheet to reflect the type of chart prepared. Do not print at this time—wait for further instructions.

Printing Instructions:

- Create a new sheet.
- Change the page setup to “landscape” orientation.
- Set left/right margins to .5 and top/bottom margins to .75 for maximum printing space.
- Copy and paste each chart onto one sheet, with each chart being approximately the same size (approx 7 columns & 18 rows).
- Add a custom header consisting of your Name/Period, File name, and Date.
- Add a footer consisting of the sheet name “NW Charts” centered at the bottom.