

Name: _____

Station: _____

Period: _____

Make Chart on a Worksheet [pages 154 – 162]:

	1 1/2	Started with Sales worksheet
Create chart		
	1	<ul style="list-style-type: none"> • Pie
	1	<ul style="list-style-type: none"> • 3-D
	2	<ul style="list-style-type: none"> • represents 3 months
Create Chart #2		
	2	<ul style="list-style-type: none"> • 3-D columns
	1	<ul style="list-style-type: none"> • Chart Title
	1	<ul style="list-style-type: none"> • Z-axis title
	2	<ul style="list-style-type: none"> • Represents the 4 flower types sales
Format chart		
	1	<ul style="list-style-type: none"> • Make chart title font size 24 point
	1	<ul style="list-style-type: none"> • Make legend font 12 point
	1	<ul style="list-style-type: none"> • Make Z-axis title or Z-axis numbers aligned 90°
	1	<ul style="list-style-type: none"> • Make axis text Bold
	1	<ul style="list-style-type: none"> • Font = 12 point
	1	<ul style="list-style-type: none"> • Place Legend at the bottom of the chart
	1	<ul style="list-style-type: none"> • Make value axis numbers major unit 10 [rather than 5]
Reorganize and name worksheets		
	2	<ul style="list-style-type: none"> • Move chart 1 tab to the right of sheet 1 tab
	2	<ul style="list-style-type: none"> • Change Sheet 1 label to <i>First quarter sales chart</i>