

## CONCEPTS REVIEW

Label each of the elements of the Excel chart shown in Figure 4-22.

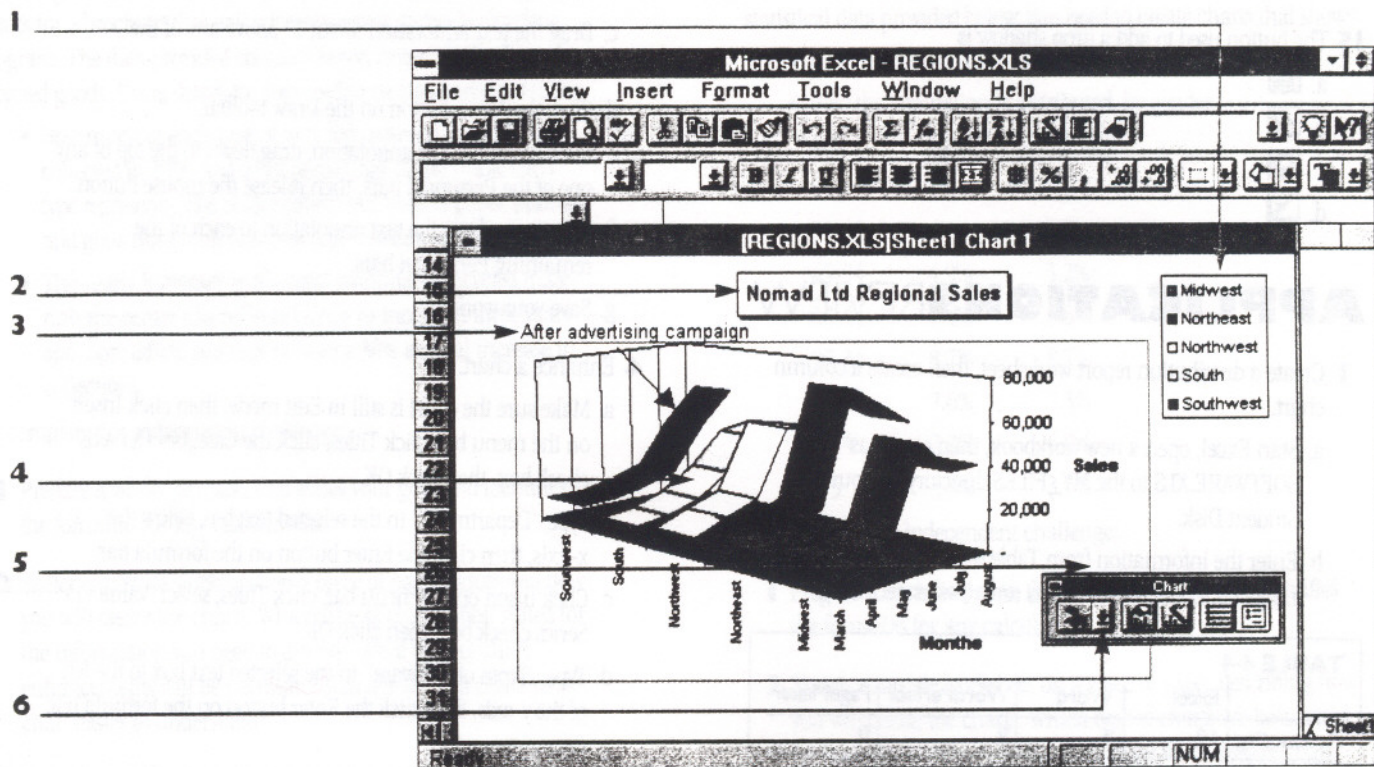


FIGURE 4-22

Match each of the statements with its chart type.





- |   |                |
|---|----------------|
| <b>7</b> Shows how volume changes over time                                     | a. Column      |
| <b>8</b> Compares data as parts of a whole                                      | b. Area        |
| <b>9</b> Displays a column and line chart using different scales of measurement | c. Pie         |
| <b>10</b> Compares trends over even time intervals                              | d. Combination |
| <b>11</b> Compares data over time—the Excel default                             | e. Line        |

Select the best answer from the list of choices.

- 12** The box that identifies patterns used for each data series is a
- Data point
  - Plot
  - Legend
  - Range
- 13** What is the term for a row or column on a chart?
- Range address
  - Axis titles
  - Chart orientation
  - Data series

- 14** The first step when creating a chart is to
- Click Chart on the Insert menu
  - Select a cell
  - Select a range
  - Click the ChartWizard button on the Standard toolbar

**15** The button used to add a drop shadow is

- 
- 
- 
- 

## APPLICATIONS REVIEW

**1** Create a distribution report worksheet, then create a column chart.

- Start Excel, open a new workbook, then save it as SOFTWARE.XLS to the MY\_FILES directory on your Student Disk.
- Enter the information from Table 4-4 in your worksheet in range A1..E6. Resize columns and rows as necessary.

	Excel	Word	WordPerfect	PageMaker
Accounting	10	1	9	0
Marketing	2	9	0	6
Engineering	12	5	7	1
Personnel	2	2	2	1
Production	6	3	4	0

- Save your work.
- Select all the entered information, then click the ChartWizard button.
- Select the range in the worksheet where you want to insert the chart.
- Complete the ChartWizard dialog boxes and build a two-dimensional column chart with a different color bar for each department and with the title "Software Distribution by Department."
- Drag the selection handles of the chart so it fills your screen.
- Save your work.

**2** Edit a chart and change the chart type.

- Change the value in cell B3 to 6.
- Select the chart by clicking on it.
- Click the Chart Type list arrow on the Chart toolbar.

- Click the 3-D Column Chart button in the list.
- Save your work.

**3** Add a text annotation and an arrow to the current chart.

- Double-click the chart to put it in Edit mode.
- Create the text annotation "Need More Computers."
- Drag the text annotation about 1" above any of the Personnel bars.
- Click the Arrow button on the Draw toolbar.
- Click below the text annotation, drag down to the top of any one of the Personnel bars, then release the mouse button.
- Add arrows from the text annotation to each of the remaining Personnel bars.
- Save your work.

**4** Enhance a chart.

- Make sure the chart is still in Edit mode, then click Insert on the menu bar, click Titles, click the Category (X) Axis check box, then click OK.
- Type "Department" in the selected text box below the x-axis, then click the Enter button on the formula bar.
- Click Insert on the menu bar, click Titles, select Value (Y) Series check box, then click OK.
- Type "Types of Software" in the selected text box to the left of the y-axis, then click the Enter button on the formula bar.
- Save your work.

**5** Change the appearance of a chart.

- Make sure the chart is still in Edit mode.
- Click the Gridlines button on the Chart toolbar.
- Save your work.

**6** Move and resize a chart object.

- Make sure the chart is still in Edit mode.
- Click the legend to select it.
- Drag the selection handles to make the legend larger and wider by about 1/2".
- Move the legend below the charted data.
- Save your work.

**7** Preview and print a chart.

- Make sure the chart is still in Edit mode, then click the Print Preview button on the Standard toolbar.
- Center the chart on the page and change the paper orientation to landscape.
- Click Print in the Print Preview window.
- Save your work, close the workbook, then exit Excel.

## INDEPENDENT CHALLENGE 1

You are the operations manager for the Springfield Municipal Recycling Center. The Marketing Department wants you to create charts for a brochure that will advertise a new curbside recycling program. The data provided contains percentages of all collected recycled goods. Using this data, you need to create charts that show:

- How much of each type of recycled material Springfield collected in 1994 and what percentage of the whole each type represents. The center collects all types of paper, plastics, and glass from both business and residential customers.
- The yearly increases in the total amounts of recycled materials the center has collected since its inception three years ago. Springfield has experienced a 30% annual increase in collections.

To complete this independent challenge:

- 1 Prepare a worksheet plan that states your goal and identifies the formulas for any calculations.
- 2 Sketch a sample worksheet on a piece of paper describing how you will create the charts. Which type of chart is best suited for the information you need to display? What kind of chart enhancements will be necessary? Will a 3-D effect make your chart easier to understand?
- 3 Open the workbook UNIT\_4-2.XLS on your Student Disk, then save it as RECYCLE.XLS to the MY\_FILES directory.
- 4 Add a column that calculates the 30% increase in annual collections.
- 5 Create at least six different charts that show the distribution of recycled goods, as well as the distribution by customer type. Use the ChartWizard to switch the way data is plotted (columns vs. rows and vice versa) to come up with additional charts. Make sure your charts show the information requested above.
- 6 After creating the charts, make the appropriate enhancements. Include chart titles, legends, and axis titles.
- 7 Before printing, preview the file so you know what the charts will look like. Adjust any items as needed.
- 8 Print the charts without printing the data. Then print a copy of the entire worksheet. Save your work before closing the file.
- 9 Submit your worksheet plan, preliminary sketches, and the final worksheet printouts.

## INDEPENDENT CHALLENGE 2

As an administrator with the US Census Bureau, you are concerned with the distribution of the population by age and gender. Using the statistical data provided below, you need to create charts that show:

- How the population is distributed, by age and gender
- How the population is distributed, by gender

AGE	MALE	FEMALE
65+	5%	7.5%
55-64	4%	4.5%
45-54	4.9%	5.2%
35-44	7.4%	7.6%
25-34	8.7%	8.7%
15-24	7.6%	7.3%
5-14	7.2%	6.9%
<5	3.9%	3.7%

To complete this independent challenge:

- 1 Prepare a worksheet plan that states your goal and identifies the formulas for any calculations.
- 2 Sketch a sample worksheet on a piece of paper describing how you will create the charts. Which type of charts are best suited for the information you need to display? What kind of chart enhancements will be necessary? Will a 3-D effect make your chart easier to understand?
- 3 Open a new workbook using the data above, and save it as CENSUS.XLS to the MY\_FILES directory on your Student Disk.
- 4 Create at least six different charts that show the population in its entirety, by gender, by age, and by both gender and age. Use the ChartWizard to switch the way data is plotted (columns vs. rows and vice versa) to come up with additional charts. Make sure your charts show the information requested above.
- 5 Add annotated text and arrows highlighting any data you feel is particularly important. Change colors to emphasize significant data.
- 6 Before printing, preview the file so you know what the charts will look like. Adjust any items as needed.
- 7 Print the charts with the data. Save your work before closing the file.
- 8 Submit your worksheet plan, preliminary sketches, and the final worksheet printouts.

**TASK 1** Enter your EXCEL program.

Input the data as shown:

Select A1 through G1 and center the title.

	A	B	C	D	E	F	G
1	Keyboarding Speeds						
2	April	20	22	18	24	28	
3	Jerry	18	19	20	23	21	
4	Sandra	47	45	50	49	51	
5	Tammie	42	43	47	45	47	
6	Katherina	48	37	42	43	49	
7	Deborah	20	19	22	20	23	
8	Lynn	14	14	15	17	16	
9	Kathie	42	44	45	47	45	
10							

Click in cell A2. Click on insert; choose Row.

Add the information as shown:

	A	B	C	D	E	F	G
1	Keyboarding Speeds						
2	NAME	Monday	Tuesday	Wednesday	Thursday	Monday	Average
3	April	20	22	18	24	28	
4	Jerry	18	19	20	23	21	
5	Sandra	47	45	50	49	51	
6	Tammie	42	43	47	45	47	
7	Katherina	48	37	42	43	49	
8	Deborah	20	19	22	20	23	
9	Lynn	14	14	15	17	16	
10	Kathie	42	44	45	47	45	
11							

Write a formula to average each student's speed.

	A	B	C	D	E	F	G	H
1	Keyboarding Speeds							
2	NAME	Monday	Tuesday	Wednesday	Thursday	Monday	Average	
3	April	20	22	18	24	28	=AVERAGE(B3:F3)	
4	Jerry	18	19	20	23	21		
5	Sandra	47	45	50	49	51		
6	Tammie	42	43	47	45	47		
7	Katherina	48	37	42	43	49		
8	Deborah	20	19	22	20	23		
9	Lynn	14	14	15	17	16		
10	Kathie	42	44	45	47	45		

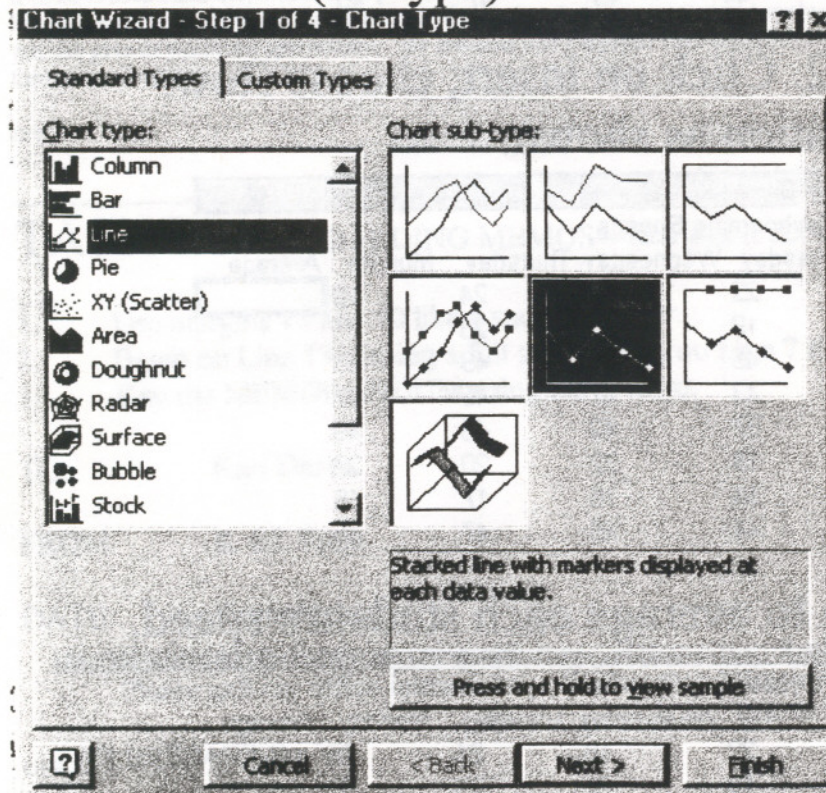
Copy the formula to G4 through G10.

Select cells G4 through G10.

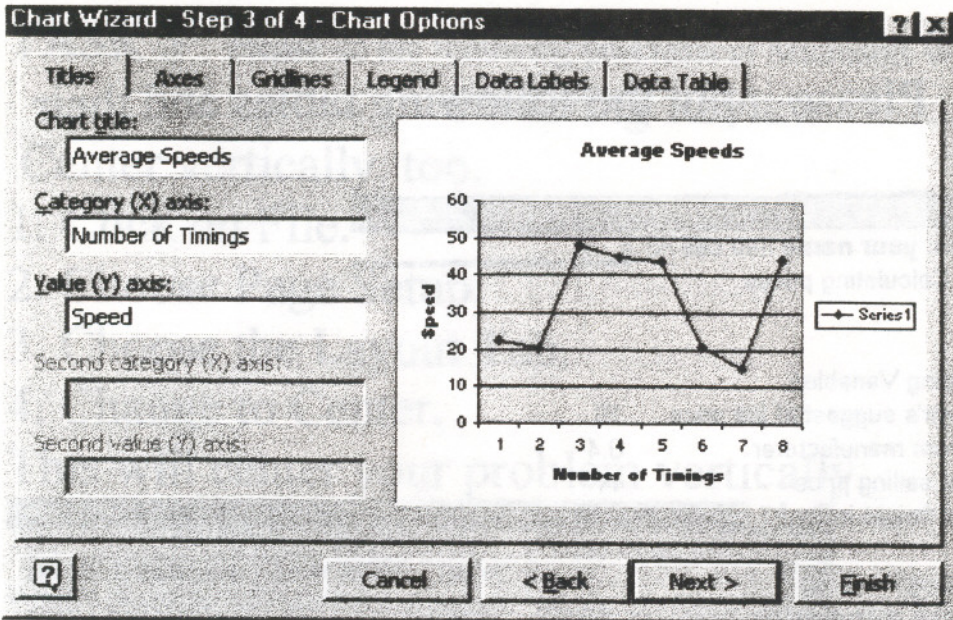
	A	B	C	D	E	F	G
1	Keyboarding Speeds						
2	NAME	Monday	Tuesday	Wednesday	Thursday	Monday	Average
3	April	20	22	18	24	28	22.4
4	Jerry	18	19	20	23	21	20.2
5	Sandra	47	45	50	49	51	48.4
6	Tammie	42	43	47	45	47	44.8
7	Katherina	48	37	42	43	49	43.8
8	Deborah	20	19	22	20	23	20.8
9	Lynn	14	14	15	17	16	15.2
10	Kathie	42	44	45	47	45	44.6
11							

Click on chart wizard. 

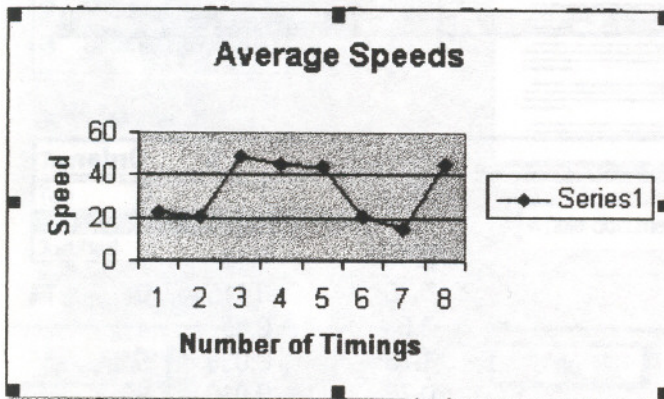
Choose Line: (5<sup>th</sup> type)



Click next until you may add titles; add titles as shown; click finish.



Position your cursor in any corner and resize your chart.



Your cursor must turn to a double arrow; hold down your left mouse to resize your chart. Position your cursor inside the chart, and when you see a cross, you may move your chart beneath your table. hold down your left mouse to move your chart.

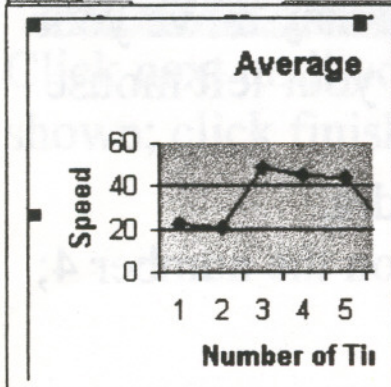
Delete the rows with Jerry and Sandra.

1. Select the entire row by clicking on the number 4; click on edit
2. Choose Delete.

**TASK 2** Please input the following tables and their formulas:

	A	B
1	Type <b>Name: your name</b> into cell A1	
2	Filename: Calculating prices	
3	=NOW()	
4		
5	Part 1. Pricing Variables	
6	Manufacturer's suggested list price	10
7	Discount from manufacturer	0.4
8	Your actual selling price	11
9	Unit cost of freight-in	0.2
10		
11	Part 2. Pricing Analysis	
12	Unit cost from manufacturer	=B6*B7
13		=B12*B8

	A	B	C	D
2	Filename: Textbook costs			
3	=NOW()			
4				
5	<b>Item</b>	<b>\$</b>	<b>%</b>	<b>Order</b>
6	Price	50	1	0
7	Bookstore	10.5	0.21	1
8	Paper, printing, & binding	6.5	0.13	2
9	Author royalties	5.75	0.115	3
10	Getting mss ready for printer	2.5	0.05	4
11	Editorial costs	1.75	0.035	5
12	Production costs	0.75	0.015	6
13	Marketing	5.25	0.105	7
14	Fulfillment	2	0.04	8
15	G&A	4.5	0.09	9
16	Publisher's profit	10.5	0.21	10



Multiply cost times percent into cell E6. =B6\*C6

Multiply results by order number into cell F7. =D6\*E6. Copy formulas to E7-E16 and F7-F16.

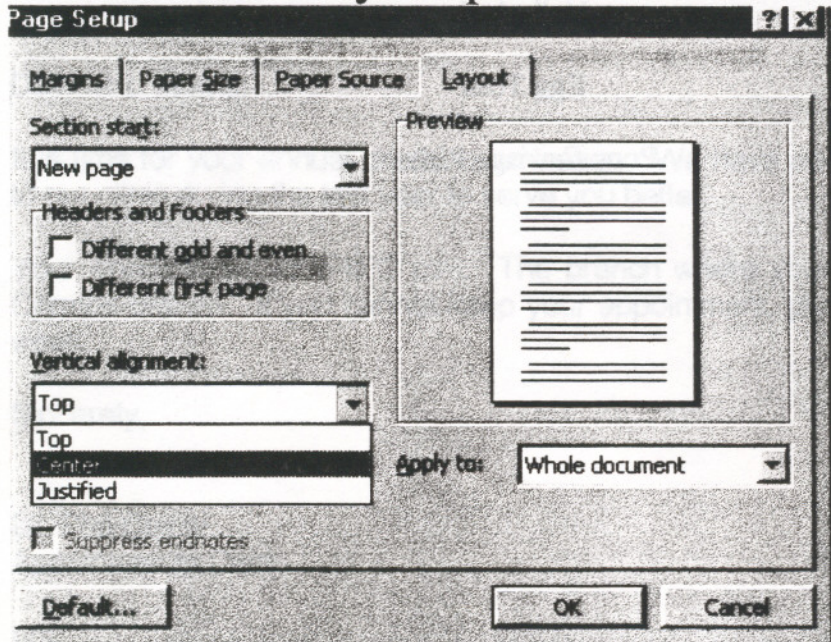
227-2468

### TASK 3 Please do the following problems in Microsoft Word: Centering Review

Center vertically, too.

1. Click on File.
2. Choose Page Setup.
3. Choose the Layout Tab.
4. Change to Center.

This will center your problem vertically.



FUTURE ADVISORY OFFICERS  
Tabatha Capps, President

Kendal Jasper, Vice President

Staci Rival, Treasurer

Tammi Capone, Activity Coordinator

Nanette Zebs, Secretary

Victoria Kalua, Fun Raiser Chair Person



TASK 4

CENTER THIS PROBLEM BOTH HORIZONTALLY AND VERTICALLY

SPRING ACTIVITIES FOR YOUR CHILDREN

Eating--hamburgers, hot dogs, and pop

Find money in a hay stack--ages 5-8

Balloon Toss

Volleyball

Egg Toss

Pony Carriage Rides

## TASK 5

**Letter—Please do this next letter.**

Short letter

TOP MARGIN 3 INCHES

LEFT/RIGHT MARGINS 2 INCHES

Current Date

Mrs. Sandra Morris  
301 West Acacia  
Fullerton CA 92634

Dear Mrs. Morris:

It is time for your annual dental examination. We have added many new branches to our clinic during the last year to serve you better.

Your appointment time is 2 p.m. The branch where your records are kept is the Cerritos branch. If you cannot keep your appointment, please let us know within a week.

Sincerely,

Dr. Phil Cavity  
Appointments Clerk

urs

## TASK 6

MEMORANDUM—Use the Memo Wizard

TO: Lorie Alstore, WSPA Chair

FROM: K. M. Ryan, Department Chair

DATE: March 1, 2001

RE: Paralegal Salaries

The Adult Education Center would like to request a survey list of paralegal salaries in the state of Washington. Do you have such information available to us?

If there is such statistics, would it be possible for us to have a copy of this salary survey or this salary information? We appreciate your allowing us the opportunity to complete your survey and apologize for taking so long. Any help you can give us would be appreciated. My students and I enjoyed your conference in Spokane, and look forward to further involvement with WSPA.

urs

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**TASK 7** KEYBOARDING MEMOS—Margins if not using the Memo Wizard:

1. Use margins 15 and 90 like a standard letter.
2. Begin on Line 13 if using a full sheet; begin on Line 7 if using a half sheet.
3. Key the MEMORANDUM using the Wizard.

TO: Kari Dazed

FROM: K. M. Ryan

DATE: Current Date

Please call my office immediately. We have an interview set up for you.

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