

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-13 Most Popular Services** in the "Excel Projects" folder within the "Lawn Enforcement Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-13.1**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format cells A1 – B3 as bold.
6. Format the width of column A to 26.
7. Format the width of column B to 20.
8. Create a 2D pie chart using the data in cells A4 – B9.
9. Format the style of the chart as follows:
 - a. Enter the chart title as "Most Popular Lawn Care Services" above the chart.
 - b. Display the legend to the right of the pie chart.
 - c. Show no data labels.
 - d. Save the chart as a new sheet. Name the new sheet **Project E-13 Pie Chart**.
10. Format the Chart Area with a background fill color of light orange.
11. Format the colors of each piece of the pie chart as follows:
 - a. Lawn Care: light blue
 - b. Tree and Shrub Care: orange
 - c. Pest Control: blue
 - d. Weed Control: green
 - e. Lawn Maintenance: red
 - f. Power Seeding: yellow
12. Format the chart's legend background color to olive green and change the font size to 16.
13. Format the chart's title to blue and change the font size to 24 point and bold.
14. When formatted, your chart should look similar to the one shown in **Pie Chart E-13.2**.

Instructions to the MS Excel Specialist (Continued)

15. Carefully proofread your work for accuracy.
16. Resave the file.
17. Set the Print Area to include all cells containing data in the spreadsheet.
18. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
19. Print a copy of the spreadsheet and the pie chart if required by your instructor.

Spreadsheet E-13.1

	A	B
1	Most Popular Lawn Care Services	
2		
3	SERVICES	TOP SIX
4	Lawn Care	32
5	Tree and Shrub Care	12
6	Pest Control	8
7	Weed Control	18
8	Lawn Maintenance	25
9	Power Seeding	5