

Project E-14 Sales History Chart

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as Project E-14 Sales History Chart in the "Excel Projects" folder within the "Jazz My Wheels Projects" folder.
3. Key the data into the spreadsheet as it appears in Spreadsheet E-14.1. 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 10 and right-align cells A4 – A9.
7. Format the width of column B to 36.
8. Select column C and format it as currency. Decrease decimal places to 0.
9. Format the width of column C to 22.
10. Create a line chart using the data in cells A3 – A9 and C3 – C9 simultaneously.
Hint: To do this, select cells A3 – A9, and then hold down <CTRL> and select cells C3 – C9. Both cell ranges should be selected.
11. Insert a 2D line chart and select Line with Markers for the Chart sub-type.
12. Edit the chart title as "Jazz My Wheels Sales History," the title for the vertical axis as "ANNUAL GROSS SALES," and the title for the horizontal axis as "YEARS IN BUSINESS."
13. Rotate the Primary Vertical Axis Title.
14. Display the legend to the right of the chart.
15. Format the Vertical (Value) Axis as currency with decimal places to 0.
16. Save the chart as a new sheet. Name the new sheet Project E-14 Line Chart.
17. Format the style and colors in the line chart as follows:
 - a. Change the background color of the chart using the Fill Effects feature. Choose a Gradient effect with two colors. Set Color 1 to blue and Color 2 to light pink with horizontal shading style.
 - b. Change the background color of the Plot Area to peach.
 - c. Change the font size of the chart title to 20 point.

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Instructions to the MS Excel Specialist (Continued)

18. When formatted, your chart should look similar to the one shown in Line Chart E-14.2.
19. Carefully proofread your work for accuracy.
20. Resave the file.
21. Print a copy of the spreadsheet and the line chart if required by your instructor.

Spreadsheet E-14.1

A	B	C	D
1	Jazz My Wheels Sales History		
2			
3	Years	Annual Gross Sales	
4	1 Startup - custom service only	4597431	
5	2 Increased sales team by 25%	6979410	
6	3 Started TV advertising	8971542	
7	4 Added retail store	10597234	
8	5 Sponsored 5 car clubs	11025485	
9	6 Created online auto parts store	12335995	

Line Chart E-14.2

