

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, open the document **Project E-11 Sales Projection** in the "Excel Projects" folder within the "Squeaky Clean Projects" folder. The sales forecast is shown for reference in **Spreadsheet E-15.1**.
2. Save the document as **Project E-15 Sales Forecast Chart** in the "Excel Projects" folder within the "Squeaky Clean Projects" folder.
3. Hide the formulas in the chart by using <CTRL>+' (if necessary).
4. Create a bar chart using the data in cells **A6 – A16** and **E6 – E16** simultaneously.  
*Hint: To do this, select cells A6 – A16, and then hold down <CTRL> and select cells E6 – E16. Both cell ranges should be selected.*
5. Select **Bar** for the chart type and **Clustered Bar** for the chart sub-type.
6. Enter the chart title as **"Services as Percentage of Sales,"** the title for the horizontal axis as **"Services,"** and the title for the vertical axis as **"Percentages."**
7. Rotate the vertical axis.
8. Display the legend to the right of the chart.
9. Show no data labels.
10. Save the chart as a new sheet. Name the new sheet **Project E-15 Sales Forecast**.
11. Format the style of the chart as follows:
  - a. Change the font size of the services to **11 point**.
  - b. Change the font size of the chart title to **16 point bold**.
  - c. Change the text alignment of the services to **10 degrees**.
12. When formatted, your chart should look similar to the one shown in **Bar Chart E-15.2**.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Print a copy of the spreadsheet and the bar chart if required by your instructor.

# Project E-15 Sales Forecast Chart

Spreadsheet E-15.1

	A	B	C	D	E
1	<b>Squeaky Clean</b>				
2					
3	Annual Sales Forecast				
4					
5		<b>SALES</b>	<b>PROJECTED</b>	<b>SALES</b>	<b>% OF</b>
6	<b>SERVICES</b>	<b>THIS YEAR</b>	<b>15% GROWTH</b>	<b>NEXT YEAR</b>	<b>SALES</b>
7	Weekly basic cleaning	25000.00	4471.32	34290.12	20.77%
8	Bi-monthly basic cleaning	21000.24	3150.04	26150.28	14.83%
9	Monthly basic cleaning	5200.56	750.08	6072.64	3.68%
10	Bi-annual deep cleaning	12150.78	1822.62	13973.40	0.40%
11	Window cleaning	5400.62	810.09	6210.71	3.76%
12	Move-in/move-out cleaning	23100.52	3150.08	27255.60	16.51%
13	Carpet cleaning	27000.46	4050.07	31050.53	18.81%
14	Laundry	7200.22	1080.03	8280.25	5.02%
15	Oven cleaning (inside)	3600.78	540.12	4140.90	2.51%
16	Refrigerator cleaning (inside)	8400.36	1260.05	9660.41	5.85%
17					
18	<b>TOTALS</b>	<b>143543.34</b>	<b>21531.50</b>	<b>165074.84</b>	<b>100.00%</b>

Bar Chart E-15.2

