


Lesson E6: Sales Forecast Chart Intro to Excel v5

Instructions to MS Excel Specialist

1.	Open starter document named E6 Sales Forecast Chart & Save to Excel Folder of CompApps  .
2.	Format Cells in columns C & E as percentages displaying 2 decimal places. How? Highlight column C, right click the selected column and choose Format Cells. In the Category menu click Percentage . Confirm 2 decimal places has been set, click OK. Repeat for Column E.
3.	Format Cells in columns B & D as Number displaying 2 decimal places. How? Highlight column B, right click the selected column and choose Format Cells. In the Category menu click Number . Confirm 2 decimal places has been set, click OK. Repeat for Column D.
4.	In cell B18 type the formula = SUM (B 7 : B 1 6) to calculate the Sales for the Year, press Enter Key.
5.	In cell C7 type the formula = 1 5 % * B 7 to calculate the Projected 15% Growth, press Enter Key. Note: The asterisk (*) is the symbol for multiplication in Microsoft Excel.
6.	AutoFill: Use the AutoFill Function to copy the formula down column C to cell C16.
7.	In cell D7 type the formula = B 7 + C 7 to calculate the Sales Next Year, press Enter Key.
8.	AutoFill: Use the AutoFill Function to copy the formula down column D to cell D16.
9.	In cell E7 type the formula = B7/\$B\$18 to calculate the % of Sales, press Enter Key. Note: This is called an absolute cell reference using MS Excel.
10.	AutoFill: Use the AutoFill Function to copy the formula down column E to cell E16.
11.	AutoFill: Use the AutoFill Function to copy the formula from cell B18 across to TOTALS column C - E.
12.	Border: Apply a Border A1 – E18 on your table of data (Sheet 1) – Ask if confused. How? Highlight A1 – E18 and then click the Borders tool, click All Borders.
13.	Data Entry: In cell A20 type your full name, in A21 type the day & period of this class & A22 type today's date.
14.	Create a Column (Bar) Chart: Using the data from two separate columns; <i>Column A6 - A16 & Column E6 – E16</i> . How? Select A6 – A16, then hold the <Control Key> down, & select cells E6 – E16. If correct, both cell ranges will be highlighted (selected).
15.	With both columns still selected, click the INSERT TAB , scroll over & click the Recommended Charts Button . Select Clustered Column in the menu (2 nd choice in the menu), click OK.
16.	Customize Column Chart: The Chart Title will be <u>Services as Percentages of Sales</u> . Just double click to edit the existing text in the title. Change the font size to 14-point and bold.
17.	Legend: Add a Legend/Key on the right. How? Click the Design Tab above, click the ADD CHART ELEMENT Tool (far left of the ribbon/toolbar). Click Legend , select Right from the menu. Size 14 font.
18.	Data Labels: Show Data Labels. How? Click the Design Tab above, click the ADD CHART ELEMENT Tool (far left of the ribbon/toolbar). Click on Data labels , select Inside End from the menu.
19.	Axis Titles: Add Horizontal and Vertical Axis Titles. How? Click the Design Tab above, click the ADD CHART ELEMENT Tool. Click Axis Titles, Primary Horizontal and name it Services then repeat and selects Primary Vertical Axis and title that Percentage . These should be size 14-point font.
20.	Move the Chart to a New Sheet. How? Right click the white background area of the graph. Click <i>Move Chart...</i> Then click the dot ● for <u>New Sheet</u> and type <i>Percentage of Sales</i> in the text box.
21.	Graph Exemplar: Students should go to my webpage for E-6 and look at the student exemplar work to make sure your worksheet & graph match.