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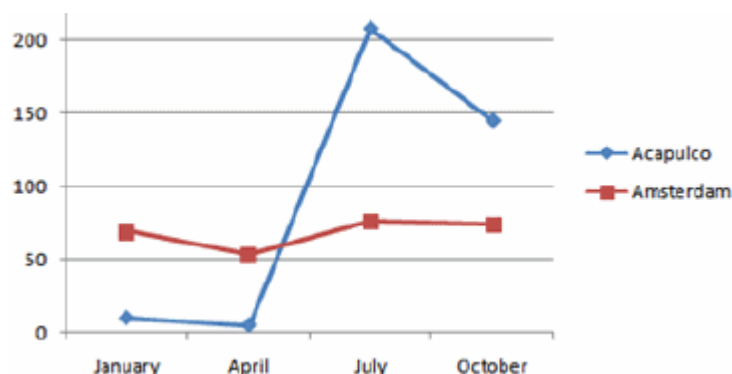
LAB SET 03

1. LINE GRAPH

- Enter the data in the worksheet.

- Highlight the cells containing the data to be included in the line graph.
- Choose **Insert > Line > Line with Markers**. A basic line graph is created and placed on your worksheet.

  When you click on a graph, three tabs -the Design, Layout, and Format tabs are added to the ribbon under the title of Chart Tools.

- In order to choose a style for the line graph, **Click on the line graph> Design> Style 4 of the Chart Styles.**
- To add a title to the line graph**, Click on the Layout tab> Chart Title> Above Chart> Type in the title "Average Precipitation (mm)".**
- To change the font color of the graph title**, Click once on Graph Title> Home tab> Font Color> Dark Red**
- To color the graph background**, Click on the graph background>Format> Shape Fill> Theme Colors> Red, Accent 2, Lighter 80 %**
- To color the plot area background**, Click on one of the horizontal grid lines to select the plot area of the graph>Format>Shape Fill > Gradient > From Center**
- To change the font color of the graph legend, **Click once on Graph Legend>Format>Shape Fill>From Center**
- To change the font color of the axis labels, **Click once on the months labels below the horizontal X axis, Format>Shape Fill> From Center**

2. BAR GRAPH

After entering the data, highlight the block of cells from A2 to D5, which includes the column titles and the row headings.

| Income Summary - The Cookie Shop			
	2003	2004	2005
Total Revenues:	$82,837	$83,291	$75,682
Total Expenses:	$57,190	$59,726	$68,645
Profit/Loss:	$25,647	$26,101	$18,492

- To select a column chart type, **insert>column>3-d Clustered Column**

When you click on a chart, three tabs - the Design, Layout, and Format tabs are added to the ribbon under the title of *Chart Tools*.

- To choose a style for the column chart**, Click on the column chart> Design> Style 3**

- To add a title to the chart, **Layout>** *Chart Title>-Above Chart>***Type in the title "2003 - 05 Income Summary"**
- To Add a drop shadow to the title, **select the chart title>Format> Text Effects > Shadow > Offset Right**

- To color the chart background**, Click on the chart background> Shape Fill > Gradient > Linear and Choose Shape Fill > Gradient > More Gradients to bring up**
  the *Format Chart Area* **dialog box Color > Dark Blue, Text 2.**

- To Change the gridline color, **the** *Layout tab>* **Gridlines > Primary Horizontal Gridlines > More Primary Horizontal Gridlines Options to bring up the** *Format Major Gridlines* **dialog box. Then Line Color > Solid Line and set the line Format Selection color to white.**

- To color the chart floor, **the** *Layout* **tab>chart elements>floor> Fill > Solid Fill>blue**

- To hide the vertical axis, **Chart Elements > Vertical (Value) Axis >Format Selection> Line Color > No Line**.

- **To apply 3-d rotation to the chart, Chart Elements > Chart Area> Format Selection>3-D Rotation**

In the right hand window, set the rotation to:

- X - 50
- Y - 20
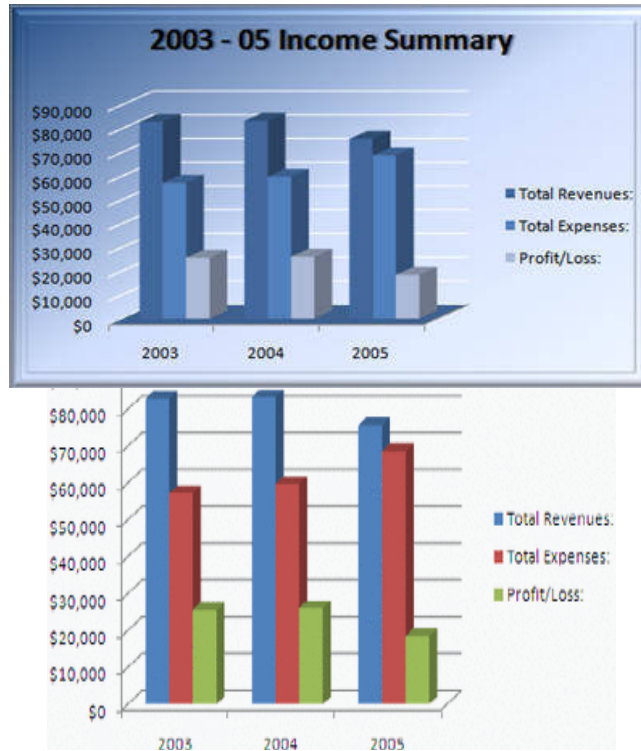
3-d Clustered Column   The Basic Column Chart

3. PIE CHART

The data below is about Greenhause Gases, i.e the gases thought to be responsible for global warming.

GAS	Carbon dioxide	Methane	Nitrous oxide	CFCs
%	72	10	5	13

In order to draw a pie chart, the data on spreadsheet will not include 'gas' and '%'.