Bài tập theo Objective 5

Bài 1

➤ Open the Excel_5-1 workbook and do the following:

❏ Plot the data on the Seattle worksheet as a 2-D Pie chart on that worksheet.

❏ Plot the data on the Sales worksheet as a simple two-dimensional column chart.

➤ On the Fall Sales worksheet, do the following:

❏ Switch the rows and columns of the chart.

❏ Change the October sales amount for the Flowers category to 888.25 and ensure that the chart reflects the change.

❏ Expand the data range plotted by the chart to include November, so that you can compare sales for the two months.

➤ Save the Excel_5-1 workbook.

➤ Close the open workbooks.

Bài 2

➤ Open the Excel_5-2 workbook, display the Sales worksheet, and do the following:

❏ Change the pie chart to a 3-D Clustered Column chart.

❏ Apply *Layout 1, Style 7* to the chart.

❏ Apply the *Subtle Effect – Olive Green, Accent 3* shape style.

❏ Increase the size of the chart until it occupies cells A1:L23.

❏ Move the chart to a new chart sheet named Sales Chart.

➤ On the Seattle worksheet, do the following:

❏ Add the title Air Quality Index Report to the chart.

❏ Add data labels that show the percentage of the whole that is represented by each data marker.

➤ Save the Excel_5-2 workbook.

➤ Close the open workbooks.

Bài 3

➤ Open the Excel_5-3a workbook, display the Summary sheet, and do the following:

❏ Insert the Excel_5-3b logo in the upper-left corner of the sheet.

❏ Insert a text box on the sheet. Configure the text box to be three inches wide and three inches high, and align it below the heading "Our Prediction."

❏ Insert the content of the Excel_5-3c text file into the text box. Format the text in 20-point orange Candara font, and center it in the text box.

❏ Add alternative text to the logo, using the title Company logo and the description Cartoon image of a person wearing an airplane costume.

➤ Save the Excel_5-3a workbook.

➤ Close the open workbooks.