

Create Column and Pie Charts

Step 1: Create a spreadsheet by entering the data showing auto sales figures for the month of March, 2005.

Auto Sales Report

Auto Makers	March
General Motors	417,281
Ford Motor	285,659
Chrysler Group	212,978

Step 2: Select the spreadsheet data appropriately to create an embedded column chart. Title the chart “March Sales in 2005.” The category axis should be labeled “Major Domestic Automotive Corporations,” and the value axis should indicate “Automobiles Sold.” Use the format options to change the default color of the data series to **red** and plot area to **yellow**. Format the alignment of the category axis labels to a 45 degree angle. Delete the legend. Add the value labels to the tops of the data series.

Step 3: Select the spreadsheet data again to create a pie chart. Title the pie chart “Sales Comparison.” Move the legend to the bottom of the page. Show the percent data labels for each auto maker. Explode (if available) the data series with the smallest percent of auto sales. Format each data series to a distinct pattern for printing on a “black and white” printer.

Step 4: Type your name, date, and class. Save the activity as **Activity F604-04**. Print preview to ensure the spreadsheet and embedded charts fit on one page. Print.

Spreadsheets

Use spreadsheet software with alternative input devices.