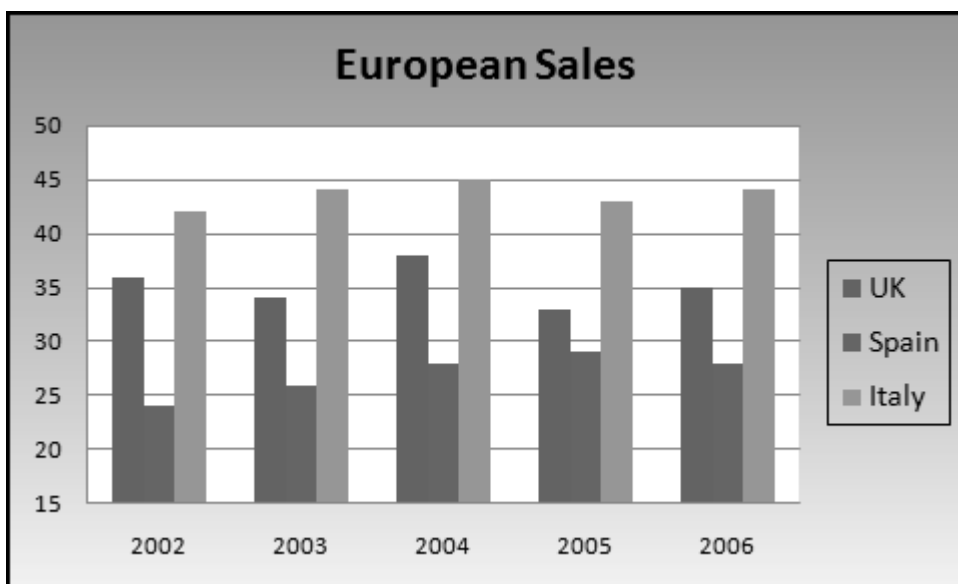

Session 5: Exercise

- 1 Open the Exercise 5 file from your sample files folder.
- 2 Create a 2-D Clustered Column chart showing all data in the range.
The chart will look strange at first because Excel isn't capable of automatically charting this data.
- 3 Switch rows and columns so that the European country names are shown in the legend.
- 4 Use the Select Data Source dialog to remove the year series and place the years along the Horizontal (Category) axis.
- 5 Change the scale of the vertical axis so that it has a minimum value of 15 and a maximum value of 50.
- 6 Format the legend so that a solid line black border appears around it.
- 7 Use the Select Data Source dialog to only show sales for the UK, Spain and Italy.
- 8 Increase the font size of the legend to 12 points.
- 9 Add a Chart Title by changing the layout of the chart to *Layout 1*.
- 10 Change the Chart Title text to: *European Sales*.
- 11 Add a gradient fill to the *Chart Area* element using the *Daybreak* preset colors.
- 12 Format the *Plot Area* element so that it has no fill.
- 13 Save your work as Exercise 5-1.



European Sales

If you need help
slide the page to
the left

