

Student Name _____ Period _____ Date _____

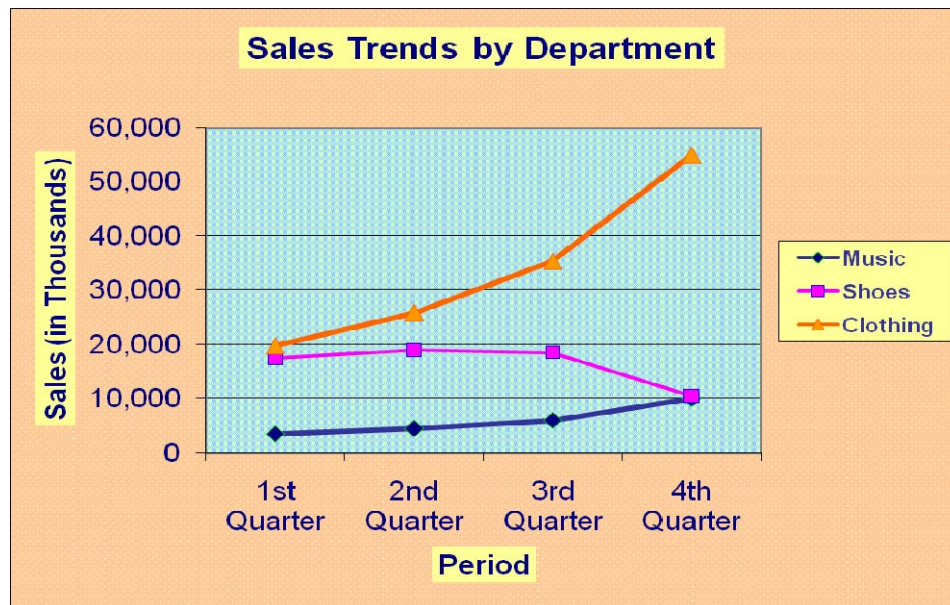
INDEPENDENT PRACTICE: CREATING CHARTS

Directions: For this activity, you **will work independently** to create several charts to represent the data in the spreadsheets

1. Create the spreadsheet using the following data and save the spreadsheet as *Sales* to your unit 4.00 folder.

	A	B	C	D	E
1	Sales Trends by Department				
2	Department	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
3	Music	3,500.00	4,500.00	6,000.00	10,000.00
4	Shoes	17,550.00	18,995.00	18,574.00	10,500.00
5	Clothing	19,750.00	25,850.00	35,410.00	55,000.00

- A. What type of chart will best represent *the trends in sales* by department for a period of four quarters? Why?
- B. Create the chart so it is formatted similar to the one below as an embedded chart (on the same worksheet as the data): Be sure to include Chart Titles, X and Y axis titles, format the Chart and Plot area, change the data markers so they have unique symbols and colors, format the legend with a background color.

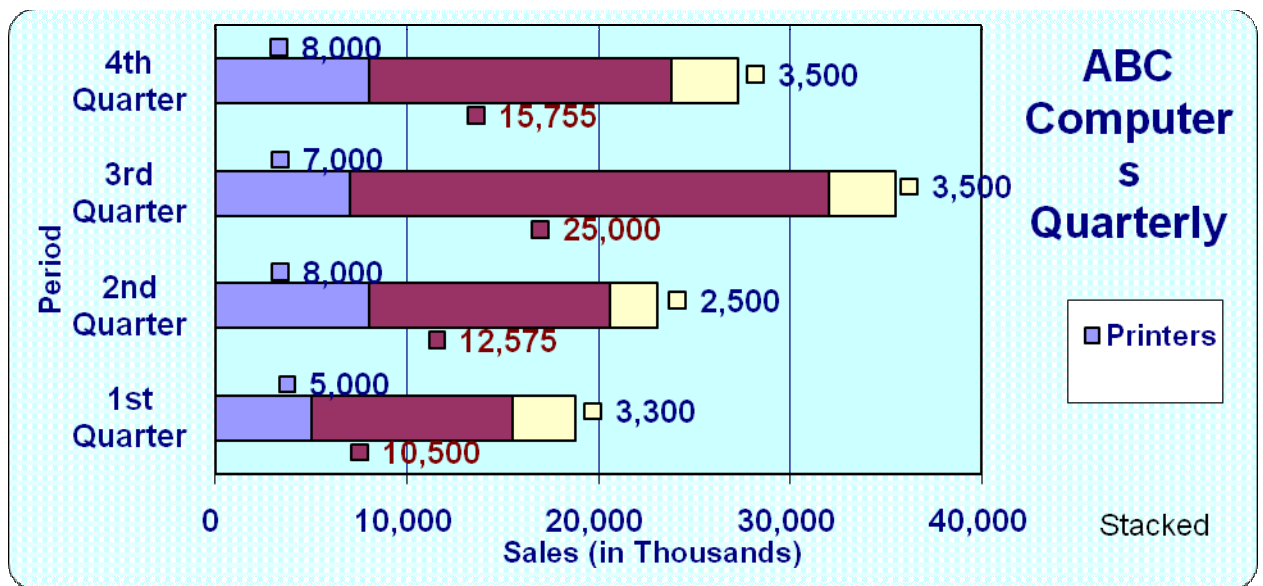


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2. Create the spreadsheet below using the following data and save the spreadsheet as *ABC* to your Unit 4.00 folder.

	A	B	C	D	E
1	ABC Computers Sales Analysis				
2		Printers	Computers	Monitors	Total Sales per Quarter
3	1st Quarter	5,000	10,500	3,300	\$ 18,800.00
4	2nd Quarter	8,000	12,575	2,500	\$ 23,075.00
5	3rd Quarter	7,000	25,000	3,500	\$ 35,500.00
6	4th Quarter	8,000	15,755	3,500	\$ 27,255.00
7	Total Sales per Component	\$ 63,830.00	\$ 28,000.00	\$ 12,800.00	

- A. What type of chart will best represent the *quarterly contributions of each department to the total sales* for a quarter for the ABC Computer? The chart should contain four quarters. Why?
- B. Create the chart to be formatted similar to the one below as an embedded chart (on the same page as the data). Be sure to add a Chart Title, X and Y axis titles, data labels, and format the chart and plot areas.

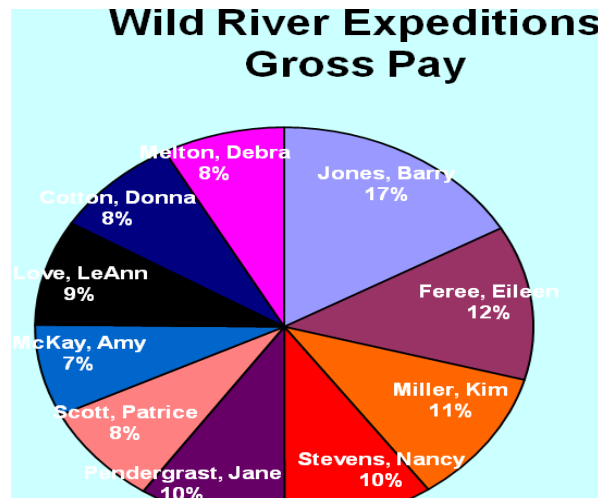


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3. Create the spreadsheet below using the following data and save it as *Wild River* to your Unit 4.00 folder. Name the Sheet Tab with the data *Payroll*.

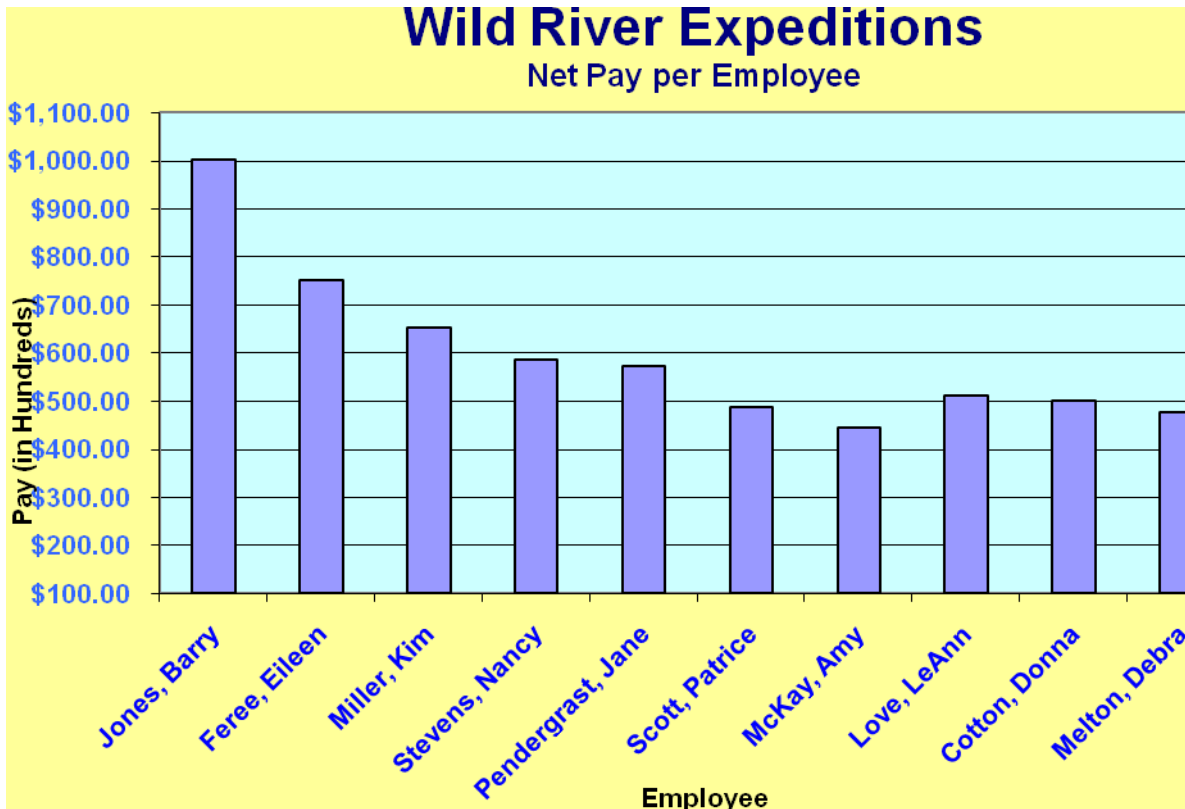
	A	B	C	D	E	F	G	H	I	J
1	Wild River Expeditions									
2	Payroll for Week Ending November 18									
3										
4	Employee	Hourly Rate	Overtime Rate	Hours Worked	Overtime Hours	Regular Pay	Overtime Pay	Gross Pay	FICA	Net Pay
5	Jones, Barry	30.00	45.00	36.0	0.0	\$ 1,080.00	\$ -	\$ 1,080.00	\$78.30	\$ 1,001.70
6	Feree, Eileen	21.00	31.50	38.5	0.0	\$ 808.50	\$ -	\$ 808.50	\$58.62	\$ 749.88
7	Miller, Kim	19.00	28.50	37.0	0.0	\$ 703.00	\$ -	\$ 703.00	\$50.97	\$ 652.03
8	Stevens, Nancy	18.00	27.00	35.0	0.0	\$ 630.00	\$ -	\$ 630.00	\$45.68	\$ 584.33
9	Pendergrast, Jane	11.75	17.63	45.0	5.0	\$ 528.75	\$ 88.13	\$ 616.88	\$44.72	\$ 572.15
10	Scott, Patrice	15.00	22.50	35.0	0.0	\$ 525.00	\$ -	\$ 525.00	\$38.06	\$ 486.94
11	McKay, Amy	16.00	24.00	30.0	0.0	\$ 480.00	\$ -	\$ 480.00	\$34.80	\$ 445.20
12	Love, LeAnn	10.50	15.75	45.0	5.0	\$ 472.50	\$ 78.75	\$ 551.25	\$39.97	\$ 511.28
13	Cotton, Donna	10.25	15.38	45.0	5.0	\$ 461.25	\$ 76.88	\$ 538.13	\$39.01	\$ 499.11
14	Melton, Debra	9.75	14.63	45.0	5.0	\$ 438.75	\$ 73.13	\$ 511.88	\$37.11	\$ 474.76

- A. What type of chart will best represent the *percent of each employee's gross pay* for the Wild River Expeditions Company? Why?
- B. Create the chart on a separate worksheet and name the sheet tab *Gross Pay*. Your chart should look similar to the one below. Add a Chart Title and Data Labels with percents and category names. Format the Chart area to have a fill color.



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4. Still using the Wild River Expeditions spreadsheet, what kind of chart will best represent and *compare the net pay of each employee*? Why?
 - A. Create the chart on a separate worksheet and name the Sheet Tab *Net Pay*. Your chart should look similar to the one below. Be sure and format your chart with titles, background colors in the chart and plot area, etc.



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5. Create the spreadsheet using the following data and save it as *Stress Rates* to your unit 4.00 folder.

	A	B	C	D
1	Principal's Office		Doctor's Office	
2	Pulse Rate	Minutes	Pulse Rate	Minutes
3	60	1	80	1
4	70	2	70	2
5	80	3	60	3
6	90	5	60	5
7	100	7	60	7
8	125	10	60	10

- A. What type of chart will best analyze the *correlation between pulse rates and wait times for a doctor's office and a principal's office*? Why?

- B. Create the chart similar to the one below. Be sure to format it properly. Add a Chart Title, x and y axis titles, Change the data markers to be unique shapes and colors, fill the plot area and chart area with color or texture.

