

**Microsoft Excel 2010, Project 6**

**Project Overview**

In this project, students will create charts to present data in Microsoft® Excel® 2010.

**Project Goals**

The goal of this project is to help students learn to create charts to present data in Microsoft Excel 2010. Students will learn to apply, create, and modify various types of charts.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Create charts
* Move, resize, and delete charts
* Modify chart titles
* Move and format chart elements
* Change chart types and organize source data
* Update data and format the axes
* Add gridlines and arrows
* Use Illustrations
* Preview and print charts



**Student Assignment:**

You have decided to enhance the spreadsheet that you created while working at the local youth center to educate the kids on nutritional information. Using the information from your original nutritional information spreadsheet, create a chart to illustrate the data and include some new information as well.

Open the Project6\_studentdata.xlsx file in Microsoft® Excel® 2010, and complete the following:

1. You have learned that the calories consumed from fat may be calculated by multiply fat grams by 9.

Create a new category in column E for *Calories from Fat*.

1. Use the format painter to copy the format from cell D3 to cell E3.
2. Resize cell E3 to accommodate the new header.
3. Create a formula in cell E4 to calculate the calories from fat based upon the information above.
4. Copy the formula in cell E4 to cells E5:E9.
5. Create a new category in cell F3 for *% from Fat.*
6. Use the format painter to copy the format from cell E3 to cell F3.
7. Resize cell F3 to accommodate the new header.
8. Create a formula in cell F4 to calculate the percent of calories from fat. (calories from fat divided by approx. calories)
9. Copy the formula from F4 to cell F5:F9.
10. Format cells F4:F9 to percent.
11. Create a 3D Clustered Column chart using the Food Item and % from Fat data fields.
12. Move the chart to sheet 2.
13. Resize the chart to improve readability.
14. Modify the value axis to display percentage through 100%.
15. Change the Chart title to be *Percentage of Calories from Fat*.
16. Create a 3D Clustered Column chart using the Food Item, Approx. Calories and Calories from Fat data fields.
17. Move the chart to sheet 3.
18. Resize the chart to improve readability.
19. Add data labels to each category in the chart.
20. Format the font for the data labels to be bold, 12 point.
21. Rotate the horizontal axis to a custom level of 45 degrees.
22. Save the workbook as ***LastnameProject6\_complete***.
23. Close Excel and Submit.