

Lab 15 – Microsoft Excel G

Topics covered in this lab

- Create Sparkline charts
- Create a 3-D Pie chart on a separate chart sheet
- Rearrange worksheet tabs
- Change the worksheet view
- Answer what-if questions
- Goal seek to answer what-if questions

Start

- Open Microsoft Excel 2010  Microsoft Excel 2010

Exercise 1

- Do the following:

	A	B	C	D
1				
2				
3		LABELS	NUMBER OF WORKERS	NUMBER OF CUSTOMERS
4		Drive Alone	21	57626
5		Car Pool	65	16716
6		Public Trans	76	2354
7		Walk	45	4726
8		Other	87	624

Create a 3-D Pie chart on a separate chart sheet

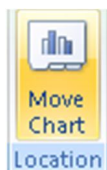
- Select the range B3:B8, press **Ctrl** from the keyboard, and select the range D3:D8



- From the Insert tab, click on

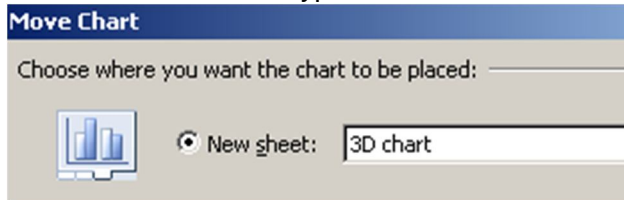


- Choose



- From the Design tab, click on

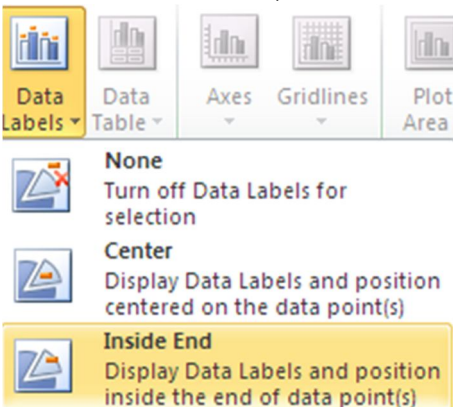
- Choose New Sheet, and type 3D chart



- Click Ok
- Rename Sheet1 to Exercise 1, and choose a tab color for it
- Click on the 3D chart sheet, and move it after Exercise 1 and choose a tab color for it



- Click on the chart once, then from the Layout tab, click on Data Labels, then click on Inside End



- Right click on the data labels to select all the numbers, click on Format Data Labels...
- Click on the percentage checkbox to select the percentage ☒ Percentage, click close
- Right click the chart, choose Format Data Series...

Adding a 3-D Format to the Pie Chart

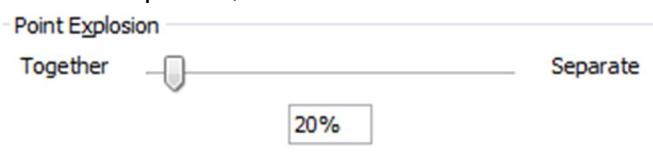
- From the left side of the dialog box click on 3-D Format
- For Top, choose Circle Bevel, and for Width and Height type 50



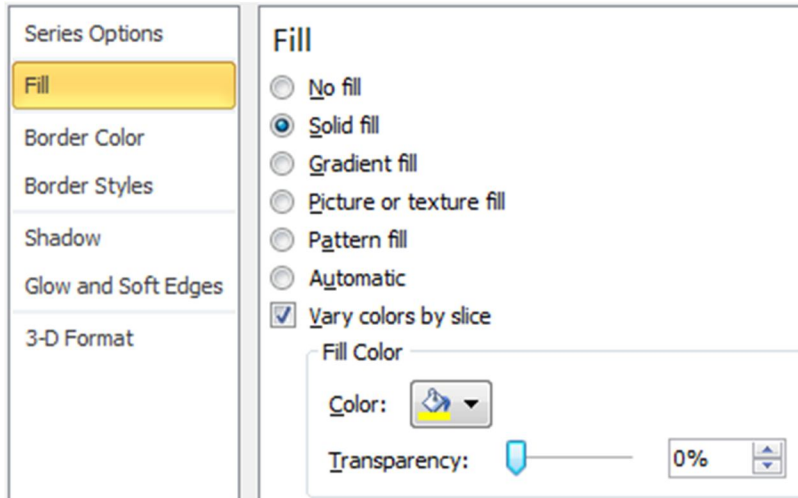
- For Material choose Plastic
- Click Close

To Explode the 3-D Pie Chart and Change the Color of a Slice

- Right click on the red slice, choose Format Data Point...
- For Point Explosion, set the value to 20%



- Click on the Fill tab, then click on the Solid fill, for Color, choose Yellow



- Click Close
- Change the color of the rest of the slices to other colors of your choice

Change the worksheet view



- Go to View >
- Choose , and click Ok
- Now you should be able to see the whole chart

Exercise 2 – Goal Seek

Goal seeking is the means to say, "This is the final value that I want to achieve, what input value do I need?"

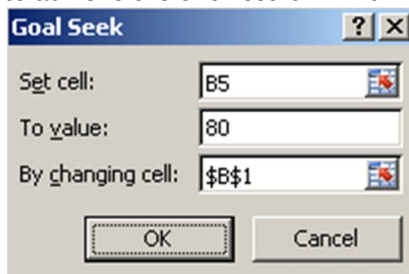
- Go to Sheet2
- Do the following:

	A	B
1	Final Exam (40%)	26
2	Midterm (20%)	17
3	Quizzes (15%)	11
4	Projects (25%)	21
5	Total	
6	Pass or Fail	

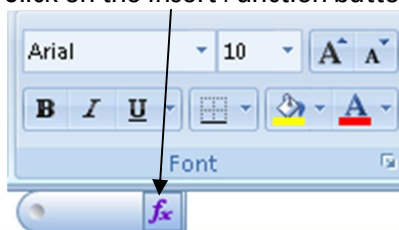
- In cell B5, enter the following formula $=B1+B2+B3+B4$, you should get 
- Assume that you have already done the Midterm, Quizzes and all Projects. You still did not do the Final, and you want to get at least 80 (B) for the Total mark. How much do you have to get in the Final? Goal seek can calculate it for you
- Select the cell containing the formula for which you have an end result to achieve. In our example, select cell B5



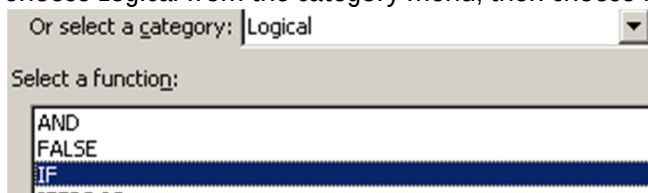
- Go to Data >
- Choose **Goal Seek...**
- In the To value text box, enter the end result you want to achieve, which is 80
- In the By changing cell text box, enter the cell containing the input value that you want changed to achieve the end result. Which is the Final Exam, click on cell B1



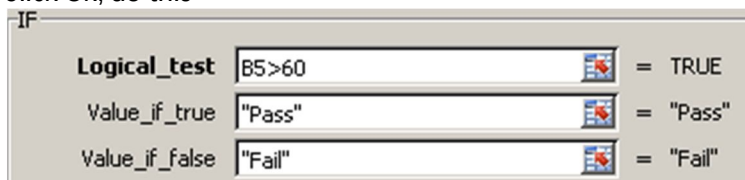
- Click Ok, click Ok again
- Notice the value changed for the Final, you have to get 31 so you can get a Total of 80
- Click on cell B6
- Using the IF function, if Total is more than 60 display Pass otherwise display Fail
- To do that:
- Click on the Insert Function button



- Choose Logical from the category menu, then choose IF



- Click Ok, do this



- Click Ok
- Answer should be Pass
- Make the text left aligned

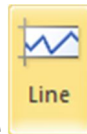
- To test our condition, change the vales of cells B2 and B3 to 0
- The value in B6 changes to Fail

Exercise 3 – Create Sparkline charts

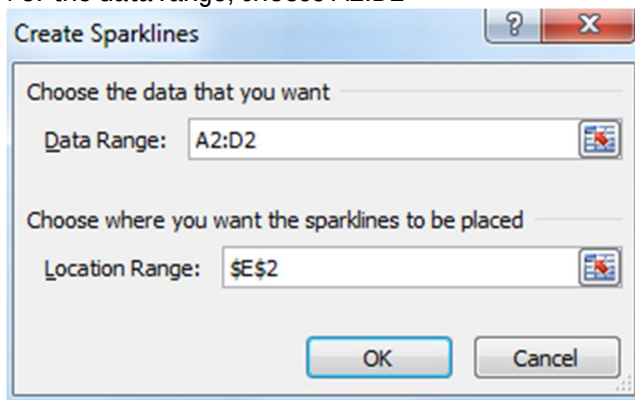
- In a new sheet, do the following:

	A	B	C	D	E
1	Sale Price	Items Sold	Total Item Sales	Percentage	Chart
2	\$ 10.0	7	\$ 70.0	0.2%	
3	\$ 13.0	6	\$ 78.0	0.3%	
4	\$ 45.0	565	\$ 25,425.0	89.2%	
5	\$ 454.0	6	\$ 2,724.0	9.6%	
6	\$ 5.0	1	\$ 5.0	0.0%	
7	\$ 6.0	34	\$ 204.0	0.7%	

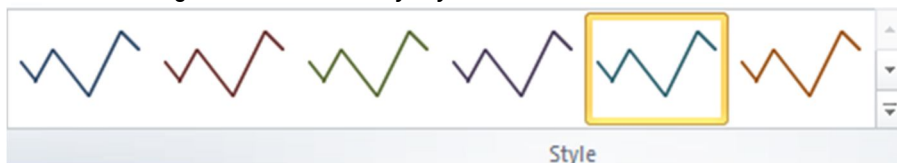
- Click on cell E2 once



- Click on the Insert tab, then choose
- For the data range, choose A2:D2



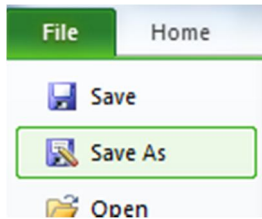
- Click Ok
- From the Design tab, choose a style you like

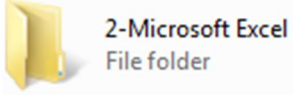


- Use the fill handle in cell E2 and then drag through cell E7 to copy the Line Sparkline chart

Save a workbook

- Click on File, choose Save As



- From the Save As dialog window, click on the Q drive from the Computer category
- Save the worksheet inside the ITE100 folder, inside , name it **lab15_yourName**