

Guided Project 3-3

Blue Lake Sports has locations in several major cities and tracks sales by department in each store. For this project, you create a pie chart that shows each store's share of golf-related sales for the first quarter. You also create a line chart to illustrate week-to-week sales for specific departments in one of the stores and insert sparklines in the data.

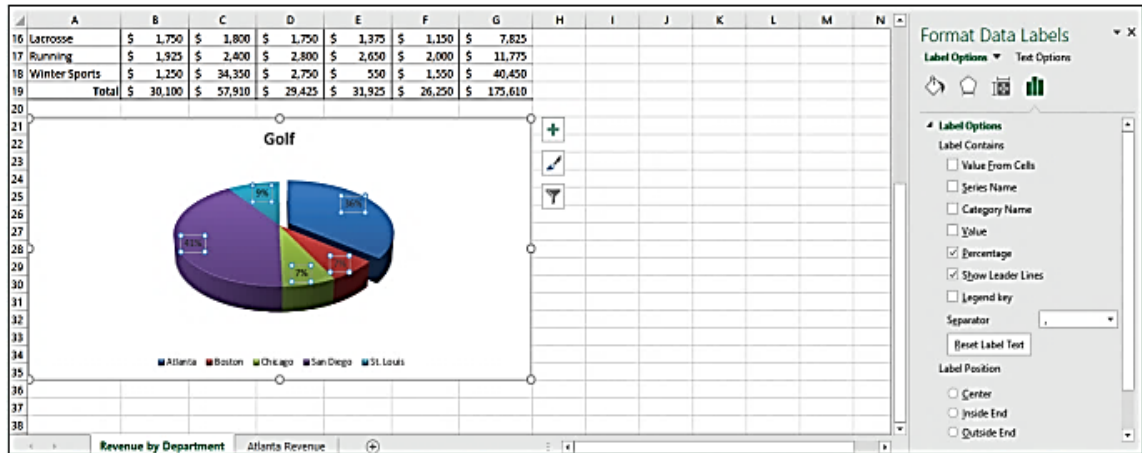
Skills Covered in This Project

- Create, size, and position a pie chart object.
- Apply a chart style.
- Change the chart type.
- Add and format chart elements.
- Create a line chart sheet.
- Apply a chart layout.
- Insert and format sparklines in a worksheet.

Step 1:
Download
start file

1. Open the **BlueLakeSports-03** start file. If the workbook opens in *Protected View*, click the **Enable Editing** button so you can modify it. The file will be renamed automatically to include your name. Change the *project file name* if directed to do so by your instructor, and **save** it.
2. Create a pie chart object.
 - a. Select the **Revenue by Department** sheet, select cells **A4:F4**, press **Ctrl**, and select cells **A13:F13**.
 - b. Click the **Recommended Charts** button [*Insert tab, Charts group*].
 - c. Choose **Pie** and click **OK**.
3. Apply a chart style.
 - a. Select the chart object.
 - b. Click the **More** button [*Chart Tools Design tab, Chart Styles group*].
 - c. Select **Style 12**.
4. Size and position a chart object.
 - a. Point to the chart object border to display the move pointer.
 - b. Drag the chart object so its top left corner is at cell **A21**.
 - c. Point to the bottom right selection handle to display the resize arrow.
 - d. Drag the pointer to cell **G35**.
5. Change the chart type.
 - a. Select the pie chart object and click the **Change Chart Type** button [*Chart Tools Design tab, Type group*].
 - b. Select the **All Charts** tab and choose **Pie** in the left pane.
 - c. Choose **3-D Pie** and click **OK**.
6. Format pie chart elements.
 - a. Double-click the pie to open its *Format Data Series* task pane.
 - b. Click the **Atlanta** slice to update the pane to the *Format Data Point* task pane. (Rest the pointer on a slice to see its identifying *ScreenTip*.)
 - c. Click the **Series Options** button in the *Format Data Point* task pane.
 - d. Set the pie explosion percentage at **10%**.
 - e. Close the task pane.
 - f. Click the chart object border to deselect the **Atlanta** slice.

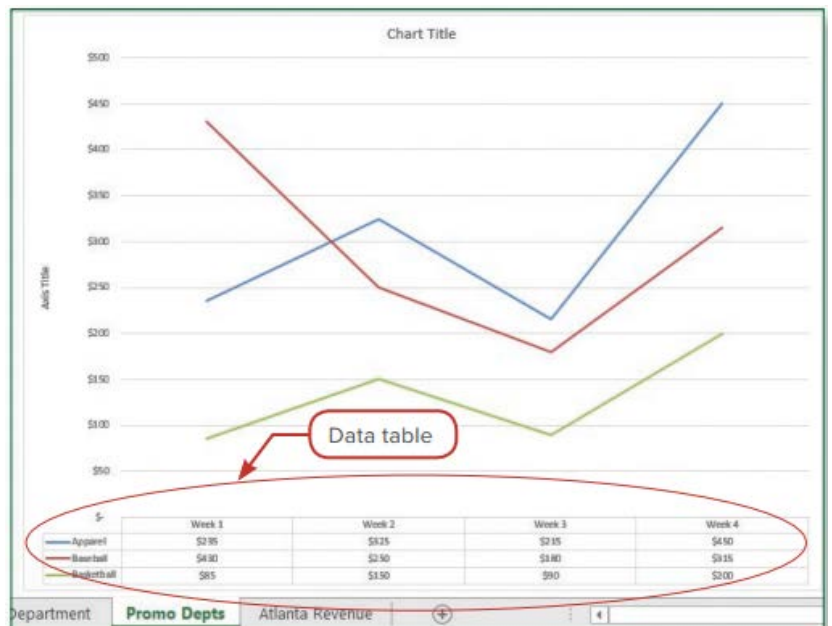
7. Add and format chart elements in a pie chart.
 - a. Click the **Chart Elements** button in the top right corner of the chart.
 - b. Select the **Data Labels** box.
 - c. Click the **Data Labels** arrow to open its submenu and choose **More Options**.
 - d. Click the **Label Options** button in the Format Data Labels pane.
 - e. Click **Label Options** to expand the group.
 - f. Select the **Percentage** box.



3-66 Format Data Labels task pane

- g. Deselect the **Value** box (Figure 3-66).
- h. Press **Ctrl+B** to apply bold.
- i. Change the font size to **12 pt** [Home tab, Font group].
- j. Click the chart object border to select it.
- k. Click the **Shape Outline** button [Chart Tools Format tab, Shape Styles group] and choose **Purple, Accent 4, Darker 50%**.
- l. Click the **Shape Outline** button and choose **Weight** and **1 pt**.
- m. Click a worksheet cell.

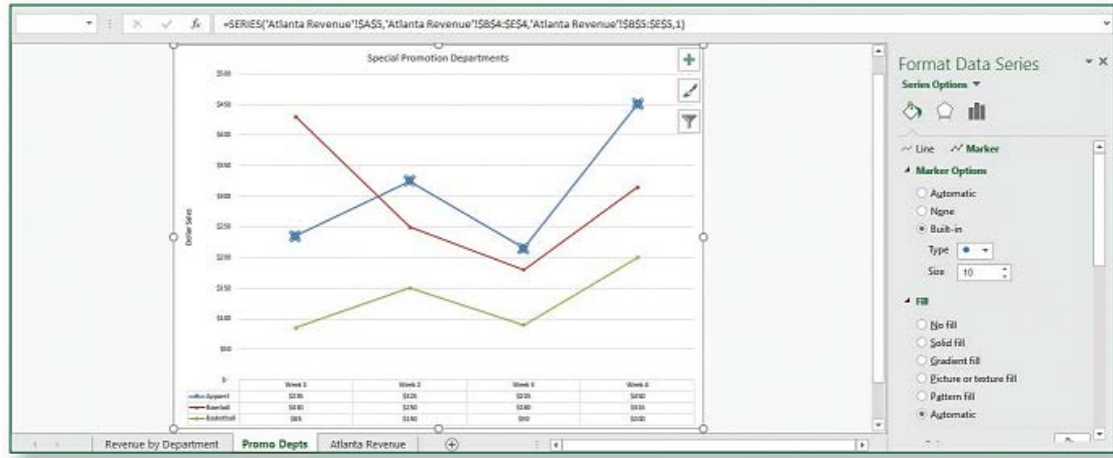
8. Create a line chart sheet.
 - a. Select the **Atlanta Revenue** sheet tab.
 - b. Select cells **A4:E7**.
 - c. Click the **Quick Analysis** button and choose **Charts**.
 - d. Select **Line**.
 - e. Click the **Move Chart** button [Chart Tools Design tab, Location group].
 - f. Click the **New sheet** button.
 - g. Type **Promo Depts** and click **OK**.



3-67 Data table added by Quick Layout

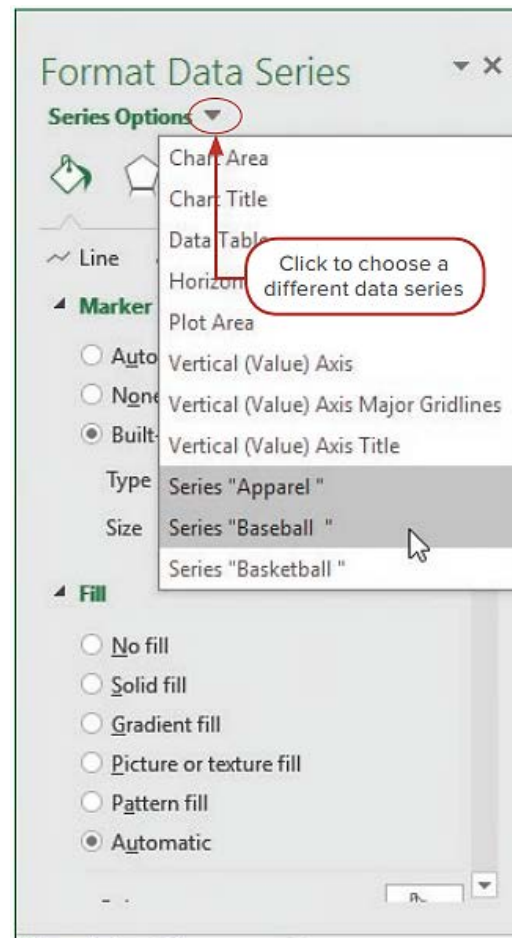
9. Apply a chart layout.
 - a. Click the **Quick Layout** button [Chart Tools Design tab, Chart Layouts group].
 - b. Select **Layout 5** to add a data table to the chart sheet (Figure 3-67).

10. Change the chart type.
 - a. Click the **Change Chart Type** button [*Chart Tools Design* tab, *Type* group].
 - b. Select the **All Charts** tab and choose **Line with Markers** in the *Line* category.
 - c. Click **OK**.
11. Edit chart elements in a line chart.
 - a. Click the chart title placeholder.
 - b. Type **Special Promotion Departments** in the formula bar and press **Enter**.



3-68 Marker options for the data series

- c. Click the vertical axis title placeholder.
- d. Type **Dollar Sales** in the formula bar and press **Enter**.
- e. Click the **Chart Elements** drop-down arrow [*Chart Tools Format* tab, *Current Selection* group].
- f. Choose **Series "Apparel"** to select the line in the chart.
- g. Click the **Format Selection** button [*Chart Tools Format* tab, *Current Selection* group].
- h. Click the **Fill & Line** button in the *Format Data Series* task pane.
- i. Click **Marker** and then click **Marker Options** to expand the group (Figure 3-68).
- j. Choose **Built-in** and select **10 pt**.
- k. Click the *Series Options* triangle at the top of the task pane and choose **Series "Baseball"** (Figure 3-69).
- l. Apply the same marker changes for the baseball series.
- m. Select the basketball series and make the same marker changes.
- n. Close the task pane and click outside the chart.



3-69 New data series selected

12. Insert sparklines in the worksheet.
 - a. Click the **Atlanta Revenue** tab.
 - b. Right-click the column **F** heading and choose **Insert**.
 - c. Select cells **B5:E18** as the data range.
 - d. Click the **Line Sparkline** button [*Insert tab, Sparklines group*].
 - e. Select cells **F5:F18** in the *Location Range* box.
 - f. Click **OK**.
13. Format sparklines in worksheet.
 - a. Click the **Format** button [*Home tab, Cells group*] and change the **Row Height** to **24**.
 - b. Click the **Format** button [*Home tab, Cells group*] and set the **Column Width** to **35**.
 - c. Select the **Markers** box in the *Show* group in the *Sparkline Tools Design* tab.
 - d. Click the **Sparkline Color** button [*Sparkline Tools Design tab, Style group*].
 - e. Choose **Black, Text 1** for the line color.
 - f. Click cell **A1**.
14. Change the page orientation to landscape.
15. Save and close the workbook (Figure 3-70).
16. Upload and save your project file.
17. Submit project for grading.

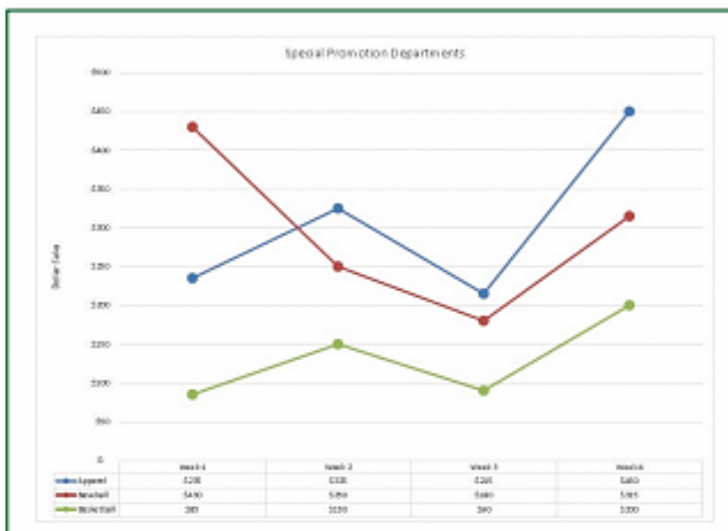
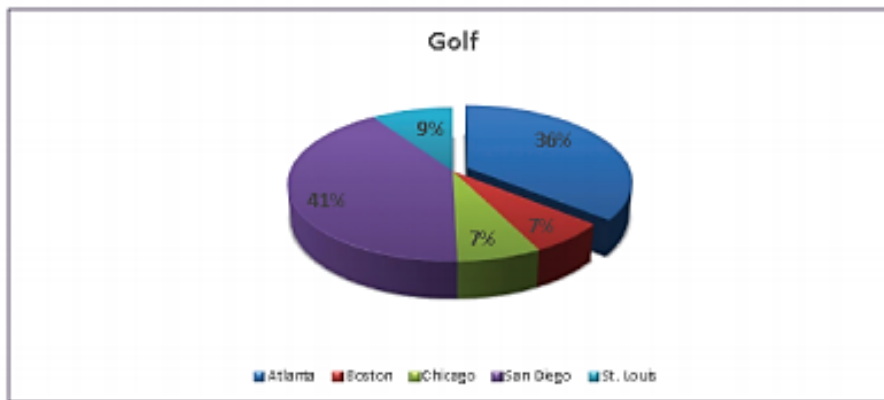
Step 2:
Upload &
Save

Step 3:
Grade my
Project

Blue Lake Sports

First Quarter Sales by City

Department	Atlanta	Boston	Chicago	San Diego	St. Louis	Total
Apparel	\$ 2,600	\$ 3,200	\$ 3,800	\$ 3,700	\$ 3,200	\$ 16,500
Baseball	\$ 3,500	\$ 1,200	\$ 1,350	\$ 2,100	\$ 2,475	\$ 10,625
Basketball	\$ 1,800	\$ 1,800	\$ 2,250	\$ 1,400	\$ 1,750	\$ 9,000
Bike & Skate	\$ 1,500	\$ 1,325	\$ 1,225	\$ 2,450	\$ 1,650	\$ 8,150
Exercise	\$ 2,650	\$ 2,875	\$ 3,250	\$ 3,775	\$ 2,950	\$ 15,500
Fishing	\$ 2,350	\$ 1,035	\$ 1,250	\$ 2,750	\$ 1,450	\$ 8,835
Footwear	\$ 1,875	\$ 2,675	\$ 3,575	\$ 3,250	\$ 2,950	\$ 14,325
Game Room	\$ 1,300	\$ 1,500	\$ 1,900	\$ 1,050	\$ 1,275	\$ 7,025
Golf	\$ 4,750	\$ 875	\$ 925	\$ 5,400	\$ 1,250	\$ 13,200
Hockey	\$ 850	\$ 1,875	\$ 1,950	\$ 750	\$ 1,650	\$ 7,075
Hunting	\$ 2,000	\$ 1,000	\$ 650	\$ 725	\$ 950	\$ 5,325
Lacrosse	\$ 1,750	\$ 1,800	\$ 1,750	\$ 1,375	\$ 1,150	\$ 7,825
Running	\$ 1,925	\$ 2,400	\$ 2,800	\$ 2,650	\$ 2,000	\$ 11,775
Winter Sports	\$ 1,250	\$ 34,350	\$ 2,750	\$ 550	\$ 1,550	\$ 40,450
Total	\$ 30,100	\$ 57,910	\$ 29,425	\$ 31,925	\$ 26,250	\$ 175,610



Blue Lake Sports
January Sales in Atlanta

Department	Week 1	Week 2	Week 3	Week 4	Total
Apparel	\$ 235	\$ 325	\$ 215	\$ 450	\$ 1,225
Baseball	\$ 420	\$ 250	\$ 180	\$ 315	\$ 1,175
Basketball	\$ 85	\$ 180	\$ 90	\$ 200	\$ 555
Bike & Skate	\$ 200	\$ 325	\$ 75	\$ 175	\$ 775
Exercise	\$ 150	\$ 180	\$ 180	\$ 270	\$ 680
Fishing	\$ 75	\$ 180	\$ 85	\$ 200	\$ 540
Footwear	\$ 500	\$ 160	\$ 275	\$ 310	\$ 1,245
Game Room	\$ 45	\$ 75	\$ 35	\$ 15	\$ 170
Golf	\$ 170	\$ 180	\$ 180	\$ 200	\$ 730
Hockey	\$ 85	\$ 125	\$ 50	\$ 35	\$ 295
Hunting	\$ 125	\$ 180	\$ 475	\$ 450	\$ 1,430
Lacrosse	\$ 200	\$ 80	\$ 45	\$ 75	\$ 390
Running	\$ 165	\$ 295	\$ 325	\$ 390	\$ 1,175
Winter Sports	\$ 75	\$ 15	\$ -	\$ 15	\$ 105
Total	\$ 2,610	\$ 2,910	\$ 2,610	\$ 2,810	\$ 10,940

3-70 Excel 3-3 completed worksheet and charts