

Lesson 6.2

Unit 6: Working with Charts & Graphs

Best Selling Albums

Creating a Column Chart

New Skills

- Inserting a Column Chart
- Formatting a Column Chart

Lesson Overview

A new senior privilege is to listen to music in the cafeteria during lunch time. The senior class has varied musical tastes, but you all agree that the Best Selling Albums list would be acceptable to everyone during lunch. After researching the Best Selling Albums, you decided to create a column chart to post in the cafeteria for all to see.

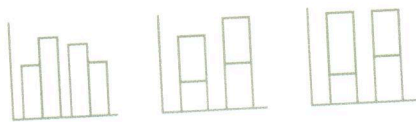
In this lesson, you will create a column chart using the data from your research.

Tools & Terms You'll Use

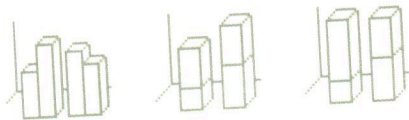
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



2-D Column



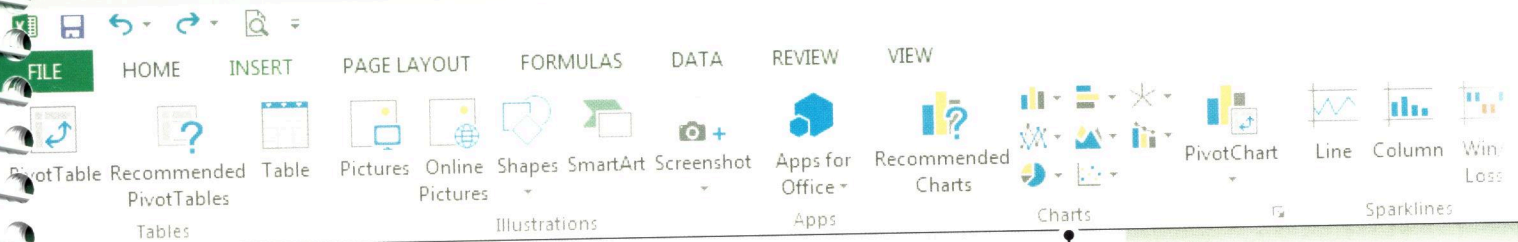
3-D Column




 [More Column Charts...](#)

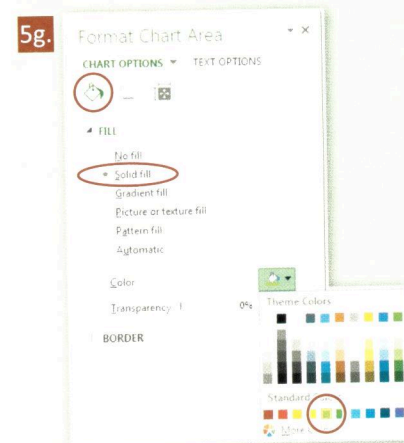
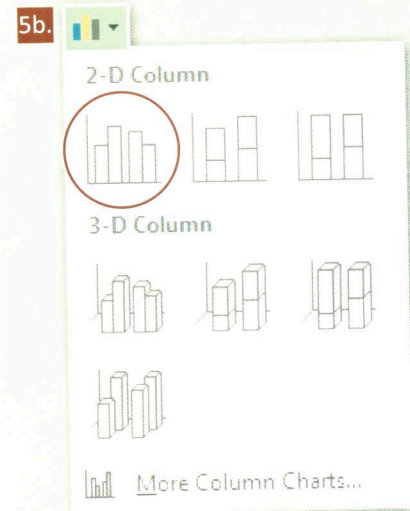
Column Chart:

Use this icon to create a chart to visually compare values across multiple categories.



Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *6.2 Best Selling Albums* in your **My Excel Projects** folder.
3. Key the data as shown in *6.2 Source Doc. A*.
4. Make the following formatting changes:
 - a. Resize the column widths so that all data displays properly
 - b. Right align column B
 - c. Format column B for comma, 0 decimal places
5. From the **INSERT** tab, **Charts** group, do the following:
 - a. Select cells A3 through B13
 - b. Choose the first **2-D, Column, Clustered Column Chart** option 
 - c. Position the Chart under the data
 - d. Use chart handles to resize the chart so that the Artist and Title names are not displayed on an angle. Use *6.2 Source Doc. B* as a visual reference
 - e. Click on the chart title and change to [Best Selling Albums of 2012]
 - f. Change the font size of the Chart Title to 16
 - g. Click anywhere in the chart **background**, then change the color of the **Chart Area** to **light green**
6. Proofread your work for accuracy and format, then resave the file.
7. To print only the chart, do the following:
 - a. Click on the chart.
 - b. Print Preview your chart.
 - c. Your chart should look similar to *6.2 Source Doc. B*.
 - d. Print a copy if required.



6.2 Source Doc. A

	A	B
1	Best Selling Albums of 2012	
2		
3	Artist, Title	Sales
4	Adele, 21	4441000
5	Taylor Swift, Red	3110000
6	One Direction, Up All Night	1620000
7	Mumford & Sons, Babel	1460000
8	One Direction, Take Me Home	1340000
9	Justin Bieber, Believe	1340000
10	Carrie Underwood, Blown Away	1200000
11	Luke Bryan, Tailgates & Tanlines	1100000
12	Lionel Richie, Tuskegee	1070000
13	Jason Aldean, Night Train	1020000

6.2 Source Doc. B

