# Activity 4: Getting Fancy with Bar Charts

Essential Learning Skills: creating a bar chart, comparing two groups of data, adding clip art, changing alignment in a spreadsheet file, chart formats including labels, x and y axis', gridlines, titles, legends, moving charts on the spreadsheet, creating a footer, setting up Portrait format, and printing.

1. Open a new Spreadsheet file.

2. Annie and Billy are brother and sister. Each summer, they run a lemonade stand on the corner of the street where they live. In the past, they have worked together and split the profits. This year, however, they have decided that they well each individually run the stand for a week and keep their own profits. Organize the information below into the spreadsheet.

Lemonade Stand	Annies Profit	Billy's Profit
Monday	15	20
Tuesday	20	15
Wednesday	30	25
Thursday	3	10
Friday	7.5	10

3. Format the numbers in columns B and C to be displayed as **_Currency._** You know, **Money!! Click, Drag,** and **Select (highlight)** the **Columns** you would like to change to **_Currency;_** then right click the **_highlighted area_** and click on "**Format Cells**" then select "**Currency**"
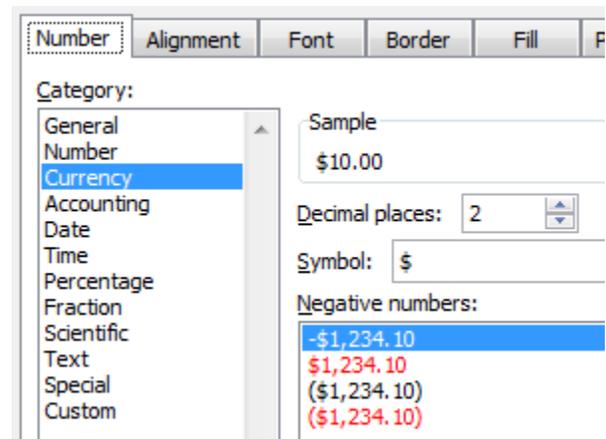
4. Use the information in your spreadsheet to create a bar chart. Your chart should look something like this . . . . . .

Lemonade Stand Daily Profits
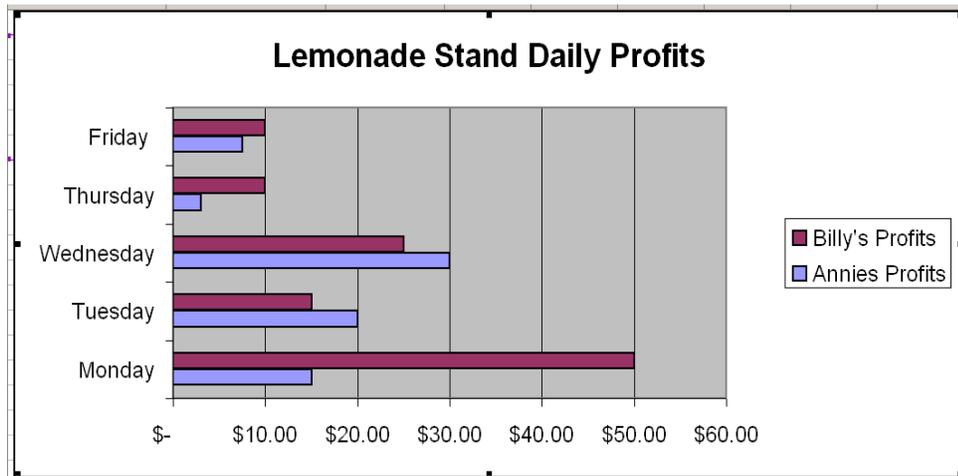
5. Adding **Clip Art**
   - Go to **INSERT** and select **PICTURE,** then **CLIP ART**.
   - The Clip Art window will appear. Type a word in the search box that would be appropriate for the Lemonade Stand.
   - Insert the graphic into your chart. **format** the graphic so you can resize it and move it around (*Hint – Text Wrap*) . The quickest way to format a picture, is to **Right Click**, then choose **Format Picture** and explore the options here.
   - You will also need to bring the picture to the front, with a **Right Click** of the mouse, **Click** on **Order**, and **Bring to Front**.

Lemonade Stand Daily Profits
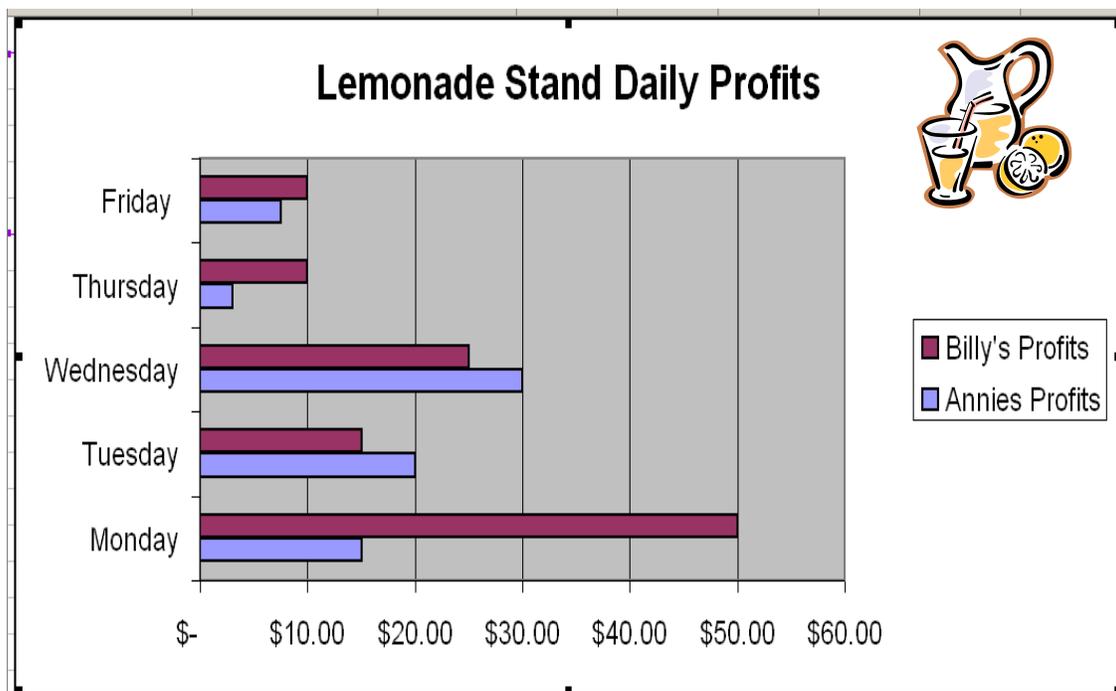
6. Finishing
- In the footer, type *Activity 2*, press enter and type *your name.*
- Don't forget to print preview to double check that your chart is just the way you want it.
- Go to **File** and select **Save**. Name the file ***SS Act 2***.
- When done show it to me and save it in the Excel folder in your personal drive you created during Activity 1