



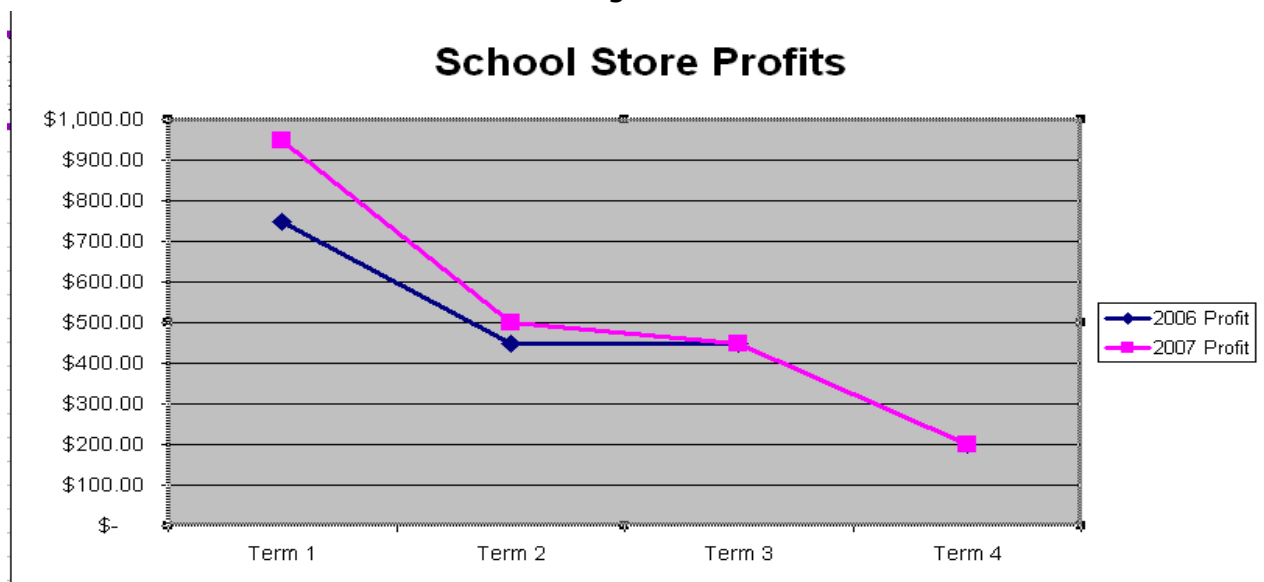
Activity 4: Comparing Data in a Line Chart

Essential Learning Skills: creating a Line Chart, comparing two groups of data, changing chart formats including labels, titles, legends, moving charts on the spreadsheet, creating a footer, and setting up Landscape format.

1. Open a new Spreadsheet file.
2. It's June and the manager of the school store at Baker Middle School is getting ready to order supplies for next September. The manager wants to examine trends over the past two years before making any ordering decisions. Type the following information into the spreadsheet file.

A	B	C	D
	2006 Profit	2007 Profit	
Term 1	\$ 750.00	\$ 950.00	
Term 2	\$ 450.00	\$ 500.00	
Term 3	\$ 450.00	\$ 450.00	
Term 4	\$ 200.00	\$ 200.00	

3. Format Changes
 - Widen the columns that need to be widened.
 - Center the contents of columns B and C.
 - Format the numbers in columns B and C to be displayed as currency (*can you remember how?!*)
3. Create a line chart.
 - Select the contents of cells A1 through C5.
 - Click Insert button and look for a Line Chart
 - Choose **Line** and select the sub-type you desire.
 - Give your chart a title and make any format changes you may like.
 - Your chart should look something like this



4. Finishing

- In the footer, type *Activity 4*, 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 4***.
- Show it to me again and then pop it into the Excel folder you've created – 4 done already!