**XL4: Microsoft Excel Lab Four**

**Working with Charting**

**Items covered in this Lab**

* Format a Workbook Tabs
* Calculate Average
* Insert Column Chart
* Insert a Pie Chart
* Move a Chart
* Apply Conditional Format

**Instructions**

1. Open **ExcelLabFourStartingFile.xlsx**
2. Save the Workbook as **ExcelLabFour.xlsx**
3. Calculate the **Average** in the column titled, “**Avg Market Shares**”.
4. Insert a **3D-Clustered Column** chart based on the range **A3:E8**
5. Move the chart to a new page entitled “**Column Chart**”
6. Position **Column Chart Tab** at the end of the Workbook Sheets
7. Change the tab color for “**Column Chart**” to **Green**
8. Change the chart **title** to “**Cell Phone Brand Market Shares During 2019**”
9. **Center** the title at the top section of the chart; Make the title **Bold**, **16** pt.
10. Add a **Primary Vertical Axis** Title entitled “**Shares in Percentage**”
11. Use the Format Painter to copy the font format from the **Title** to the **Axis Title**
12. Apply **Style3** to the chart
13. Change **Q4** Column’s Color to **Light Green**
14. Go back to **Sales Details** Sheet; select the non-adjacent ranges **A4:A8** and **F4:F8**
15. Insert a 3-D Pie Chart based on your selection in **#13**
16. Apply **Style3** to the chart.
17. Move the **Pie Chart** to a new sheet entitled “**Pie Chart**”
18. Position the **Pie Chart Tab** at the end of the Workbook Sheets
19. Change its tab color to **Red**
20. Drag the **percent** label of each slide **outside** the Pie Chart
21. **Explode** the Pie Chart **20%**
22. Change the Pie Chart **Title** to “**Average Market Shares**”

**Questions:**

1. If **LG, Motorola** and **Others** combined, what would be their **average market share**?
2. Where would the **combination** of these companies **fall** in the **market shares**?
3. Based on the **Column Chart** – Who had the **largest number of shares** in Quarter 3 **(Q3)?** What were these **shares?**
4. Based on the **Pie Chart** – Who would be **Apple’s greatest** **competition** and **why**?
5. Save and upload **ExcelLabFour.xlsx** via Canvas
6. Answer questions 23, 24, 25 and 26 in the text submittal box of Canvas.

*Here is a Sample Solution*





