(13) Lesson Different Charts
Line – Area – Columns(cone)

In this lesson you will discover that we have provided three columns on input for your graph. The main purpose of this lesson is to illustrate the difference between three forms of chart making and allowing you to determine which one best illustrates growth of male and female athletes over the number of Olympic games.

Directions:

1. Down load the Excel file that is displayed and save it under your folder called EXCEL and then a sub folder called Olympic games.
2. Highlight Cells A1to C20
3. Click on the Home ribbon and then choose all borders
4. Keep the cells highlighted and choose the three charts listed below.

Create Three(3) different Charts Note: Make sure they are all on the same page before printing them out.

1. Go to insert and **Line Chart** and create this cart and place it directly under A 21.
2. Go to insert and **Area Chart** and place this chart under the line chart
3. Go to insert and **Columns** and create a **3D Cone** and place this one just to right of the data in Column D starting with D2.
4. Go to Page Layout – Page Setup Portrait and important to set the (scaling fit to 1 page)
5. Choose Header/ footer and Custom header and place your name in the left section.
6. Choose Sheet and place a check mark under **Gridlines** and **Row** and **Column** headings.
7. Printout a hard copy and submit. An example of what it should look like is listed below.