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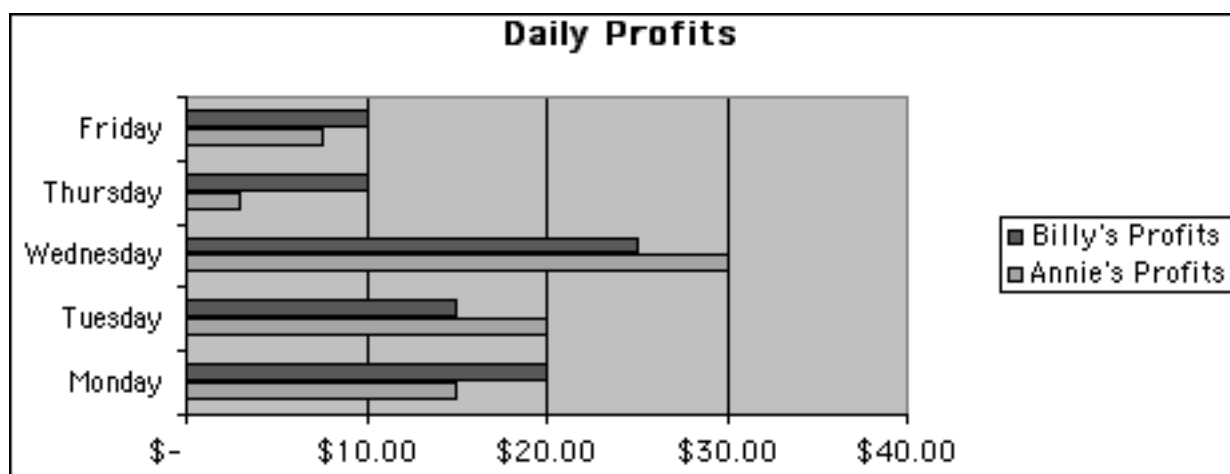
Activity 17: Getting Fancy with Bar Charts

Overview: This activity extends and expands the skills introduced in Activity 16. You will learn to create bar charts that compare two groups of data. You will also learn how to add clip art to the spreadsheet.

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 will each individually run the stand for a week and keep their own profits. Organize the information below into the spreadsheet.

Lemonade Stand	Annie's Profits	Billy's Profits
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.

4. Put a bottom border below cells B6 and C6.

5. Click cell B7. Use the SUM function to compute Annie's total profit for the week. Do the same thing in C7 for Billy.

6. Use the information in your spreadsheet to create a bar chart. If needed, review pages 50-51. When you select the data for the chart, DO NOT select the information in cells B7 and C7. You might need to move the chart and/or resize it. Your chart should look like this.

Activity 17: Getting Fancy with Bar Charts *(cont.)*

7. Adding Clip Art

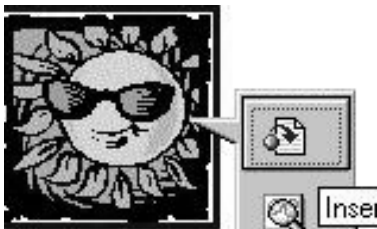   A. Go to **INSERT** and select *Picture*, *Clip Art*.
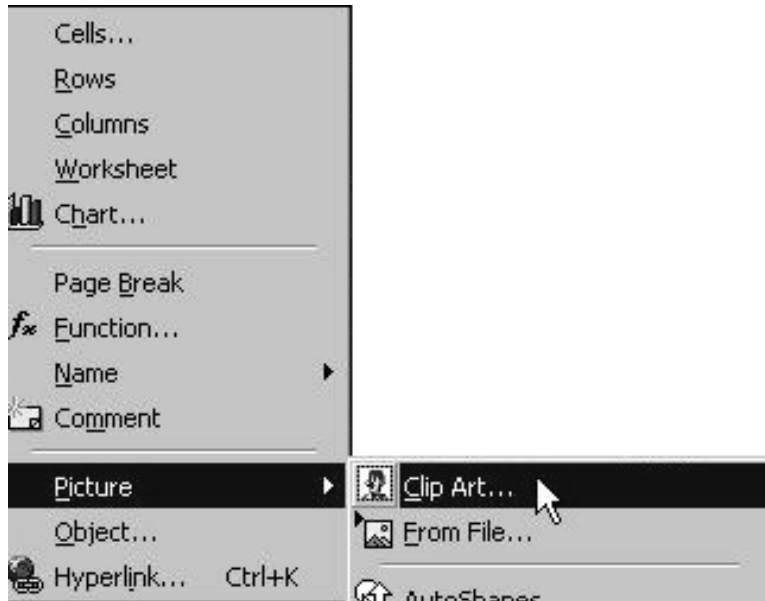
    B. A Clip Art window will appear. Choose the category of Clip Art that contains an image you would like to insert, or type a word to search for in the search box.
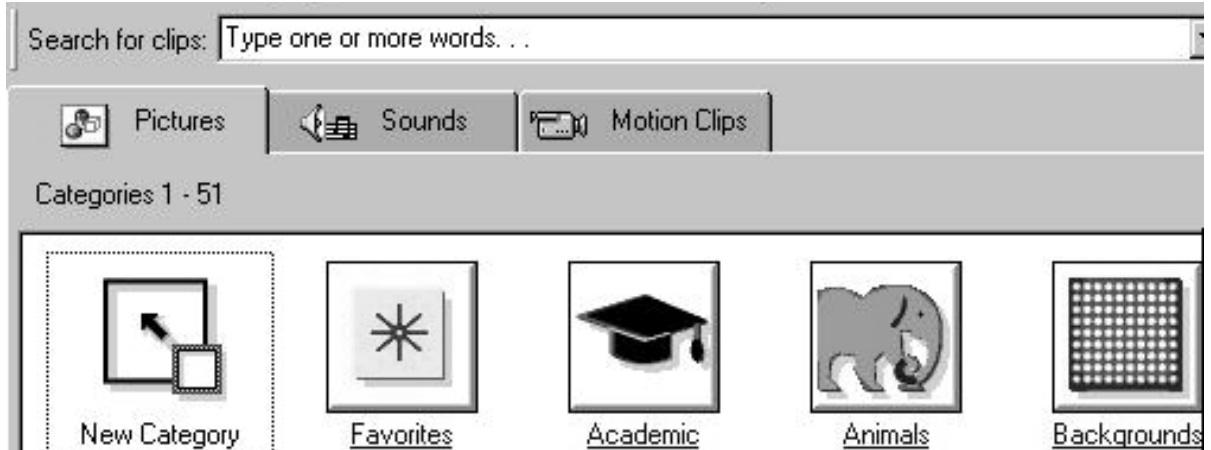
    C. Once you find a graphic that is acceptable, click it. Then click the **Insert Clip** button from the selection that appears.

Activity 17: Getting Fancy with Bar Charts *(cont.)*

    D. After clicking this button, you can return to your spreadsheet by either clicking the **X** in the upper-right corner of the Clip Art window, or you can click **Microsoft Excel** in the Task Bar across the bottom of your screen.

    E. To resize the graphic, click and drag one of the squares in the corner of the graphic. If you want to move the whole graphic, click in the middle of it and drag to a new spot on the spreadsheet. Once you are satisfied with the placement and size, click once outside of the graphic. The image can be moved and resized many times. If you later decide to make additional size or placement changes, click once on the graphic to select, and then resize or move.

8. Finishing

    A. In the footer, type *Activity 17*, press <Enter>, and type *your name*.

    B. Go to **FILE** and select *Save*. Name the file *SS Act 17*.

    C. Print the spreadsheet in portrait format.

    D. Go to **FILE** and select *Exit*.

Activity 17: Time to Review and Extend

Answer the following questions. Check your responses with those on page 92.

1. Look at the chart. Why do you think Wednesday was such a good day for both Annie and Billy? _____

    _____

    _____

2. Why do you think Thursday's sales were so low?_____

    _____

    _____

3. When you examine the data in bar chart form, does it appear that either Annie or Billy has a much higher profit than the other?

    _____

4. According to data in row 7 of your spreadsheet, does one of the children have a higher profit than the other one? _____

    _____

    _____