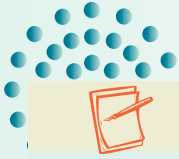# Unit 3 Applications

Unit Application 3-1

Create and format a combination chart.

Klassy Kow Ice Cream sells ice cream to supermarkets in cases that hold 6, 12, 18, or 24 half-gallon cartons. You have been asked to create a chart that plots the cost per case and the number of cartons per case.

NOTE

The markup is added to the cost to reach the selling price.

1. Open **ICCases** and save it as *[your initials]*u3-1 in a folder for Unit 3.

2. In cell C6, key a formula to determine the cost per case. Copy the formula and use Currency format.

3. In cell D6, key a formula to multiply the per-case cost by 1 plus the markup for the month. Copy the formula and use Currency format.

4. Use empty rows to create an attractive border arrangement for the worksheet. Insert/delete rows if necessary.

5. Use the labels and values in columns A, C, and D to create a clustered column chart on a separate sheet. As the chart title, key **Cost and Selling Price Comparison**. Choose a chart style.

6. Change the chart type for both currency values to a line chart with markers. Show the data labels for all three series.

7. Format the line and its markers and the column so that the chart is attractive and easy to interpret. Position the legend at the left.

8. Edit the document properties to show your name as the author.

9. Prepare and submit your work.

Unit Application 3-2

Insert WordArt. Insert a shape.

The Marketing Department tracks promotions and incentives to determine which are the best sales generators. You have been asked to create a worksheet that shows recent promotions and the resulting increase in sales.
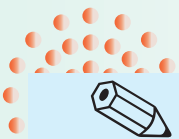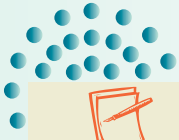
TIP

Group the sheets and delete them at once.

1. Create a new workbook and save it as *[your initials]*u3-2. Delete **Sheet2** and **Sheet3**. Rename **Sheet1 Promotions**.

2. Key the information in Figure Unit3-1, starting in column B.

Figure Unit 3-1

	B	C
1	Promotions	Sales Increase
2	Guess gumballs	12%
3	Tip calculator	8%
4	10% Off	15%
5	Multiplication table	8%

NOTE

If you keyed the data starting in column A, move it to the right.

3. Make each row **52.50 (70 pixels)** tall.

4. Insert WordArt and key **Klassy Kow Ice Cream**. Rotate the shape 90º left and drag it to column A to fill the same space as the data rows.

5. Insert a rounded corner rectangle shape in columns D:F and key the following:

    These are company-wide averages. Individual shops experience various increases based on location, weather, and other factors.

6. Format the shape and the data with your own choices.

7. Prepare and submit your work.

Unit Application 3-3

Insert a SmartArt shape.

1. Create a new workbook and save it as *[your initials]*u3-3. Delete **Sheet2** and **Sheet3**. Rename **Sheet1 Radial**.

2. Insert a Radial Cycle shape. In the middle object, key **Increased Sales**.

3. Key additional text as follows:

Top shape	**Local promotion on radio and in newspapers.**
Left shape	**State-wide coupon campaign and free decal with purchase.**
Bottom shape	**Regional TV ads with free gift with purchase.**
Last shape	*[Key your own campaign idea for increasing sales.]*

4. Choose a style and colors. Position and size the shape to display well in landscape orientation.

5. Prepare and submit your work.

Unit Application 3-4 ◆ Using the Internet

Build a pie chart.

Search office supply and computer equipment Web sites to build a price list for six items in an office. You might include objects such as a desk, a chair, a bookcase, file cabinet(s), a computer, a monitor, or a printer. For each item, list the name and a price.

Build a pie chart that shows the proportion each item represents of the total cost for all six items. Use a main title for the chart that includes your name. You might need a legend, depending on your other design choices. Place the chart on a separate sheet. Save the workbook as *[your initials]*u3-4. Prepare and submit your work.