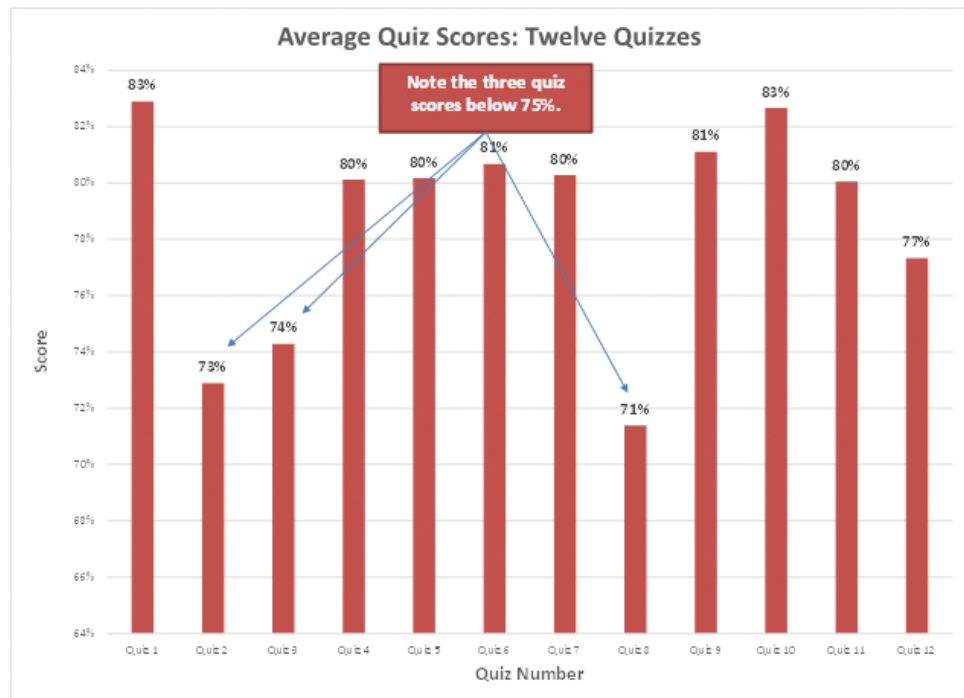


HANDS-ON-EXERCISE: WORK IT OUT EX-3B-E3

In this exercise you will examine students' quiz scores in order to draw conclusions about the appropriateness of the quizzes. To do this, prepare an Excel spreadsheet and chart items relating to the quiz scores. The final worksheet is shown in Figure EX-3B-1.

FIGURE EX-3B-1 Work it Out EX-3B-E3: completed



1

ex03b-hw03

- 1 Locate and open the exercise data file **ex03b-ex03.xlsx**. Save the file as **ex03b-hw03.xlsx**.
- 2 SELECT the cell ranges B3:M3 and B22:M22. Using Recommended Charts on the Insert tab, create a 2D Clustered Column chart embedded on the worksheet.
- 3 Use the Move Chart button on the DESIGN tab under Chart Tools to move the chart to a New Sheet. Name the Chart Sheet "Quiz Scores."
- 4 Use the Change Colors in Chart Styles to change the color scheme to Colorful, Color 3.
- 5 Use the chart title "Average Quiz Scores: Twelve Quizzes" and make the title bold 20.
- 6 Insert axis titles as shown in Figure 3B-1. Bold both axes and make the font of these elements bold 14.
- 7 Insert Data Labels that are 12 point Bold
- 8 Insert a Rectangle Shape from the Rectangles group and place it about centered below the chart title as shown in Figure EX-3B-1. Size the shape appropriately.
- 9 In the rectangle shape, SELECT Colored Fill-Red Accent 2 from the Shape Styles section on the FORMAT tab.

- 10 Add arrow shapes as shown in Figure EX-3B-1.
- 11 Type **Note the three quiz scores below 75%.** in the shape.
- 12 Bold and center the words and make the Font size 14.
- 13 Insert a page footer as shown in Figure EX-3B-1.
- 14 Print the Chart Sheet
- 15 Save and close the workbook file.