

Excel Project 3 – Instructions – Due April 6, 10 pm

A company called Universal Cafeteria Services has been acquired by the company you selected. You need to set up sales graphs for the company under its new name.

Setup

1. Download the data file for this project:
 - a. Go to the class Web site (bbg114.com) and click on the link for Excel Project 3 File.
 - b. Save the file on your computer.
 - c. Then Open the file and save it as an “.xlsx” file with the name **Project3-YourName**, where “YourName” is your name.
2. On all sheets in this workbook, change the name Universal to the company you selected.

Regional Sales Chart

3. On Sheet 1, create a Clustered Cylinder chart based on cells **A3:D6**.
4. Adjust the columns and rows of the chart so that Months are arranged along the Horizontal Axis.
5. Move the graph to its own sheet, which should be named **Sales by Region**.
6. Insert Chart Title and Axes Titles:
 - a. Insert a Chart Title saying **Universal Cafeteria Sales by Region**. Be sure to change “Universal” to the company that you selected.
 - b. Insert a Horizontal Axis title saying **Months**
 - c. Insert a rotated Vertical Axis title saying **Sales, US \$**
7. Adjust the design of the chart:
 - a. Set the Chart Style of the chart to **Style 34**.
 - b. Set the Back Wall with the Shape Style named **Subtle Effect – Accent 1**
8. Adjust the Legend
 - a. Adjust the Legend so that it is at the bottom of the chart.
 - b. Move the Legend so that it is near the top left of the Plot Area.
9. Adjust font sizes and styles:
 - a. Set the Chart Title as 24 pts in size.
 - b. Set the two Axis Titles as 18 pts in size.
 - c. Set the two Axes labels (e.g., “Jan” and “200,000”, etc.) as 14 pts in size.
 - d. Set the Legend as 18 pts in size.

10. Adjust the Major Gridlines for the Vertical Axis so that they occur at every **\$500,000**.
11. Add a Shape (**Line Callout 1**) that points to the Feb result for the U.S. that says **Sales Hurt by Snow**
12. Set the text in the Callout Shape so that it is Bold and large enough to read easily.

Pie Chart of Total Sales

13. Select cells **A3:A6** and **E3:E6** and create a Pie Chart in 3D.
14. Set the Chart Title as **Universal Cafeteria Total Sales**, where “Universal” should be replaced by the company you selected.
15. Set the chart on a new sheet called **Total Sales**
16. Set the chart in Chart Style named **Style 26**.
17. Move the slice for U.S. slightly away from the other slices.
18. Replace the Legend with Data Labels
 - a. Add Data Labels for each of the slices showing the Category (Region) name for each slice.
 - b. Adjust the format of the Data Labels so that they are centered on the slices.
 - c. Delete the Legend.
19. Set the Chart Title as 24 pts in size.
20. Set the Data Labels as 20 pts in size.
21. Set the slice for Canada in the Shape Style named **Moderate Effect – Accent 6** (orange).
22. Add a Shape highlighting Canadian sales
 - a. Add a 12-point Star Shape near the Canada slice.
 - b. Add text to the Star Shape saying **Canada Now 26% of Total Sales**
 - c. Format the text so that it is centered in the Shape and large enough to read.
 - d. Apply a style of your choice to the Star Shape.

Stock Price Chart

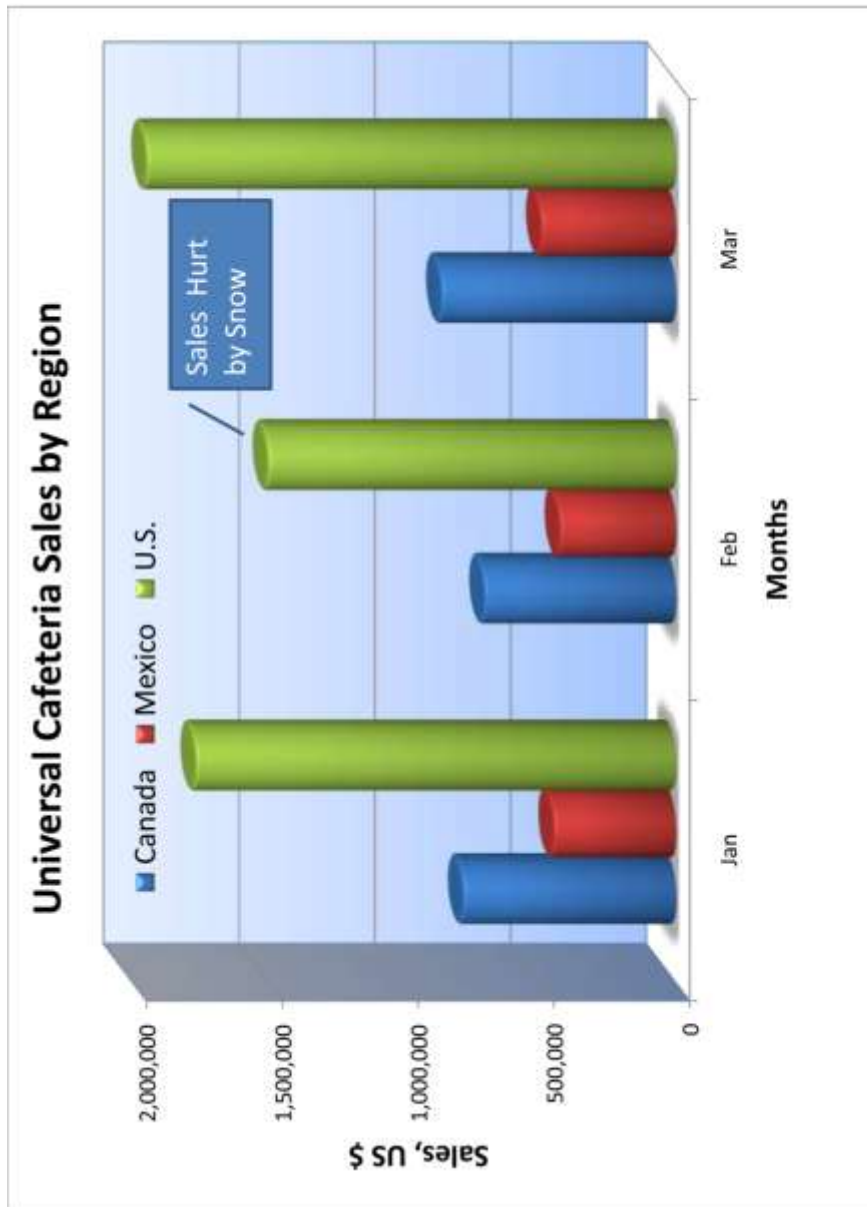
23. Add the Feb stock prices for your company to the Feb Stock sheet. (If you cannot access the data from your second Excel project, you can use the data that is already in the Feb Stock worksheet, but this will cause you to lose points.):
 - a. Open the table you created in Excel Project 2.
 - b. Copy the stock prices and volume for Feb 1 – Feb 28.
 - c. Go to the Feb Stock worksheet in your Project 3.
 - d. Paste the data into the range starting at **A5**.
24. Create a 2D Line Chart for cells **A4:B23**.

25. Set the chart on its own sheet called **Stock Chart**
26. Set the Chart Title as **Universal Cafeteria Stock Prices**, where “Universal” should be replaced by the company you selected.
27. Delete the Legend.
28. Adjust the Axis Format of the Vertical Axis so that each number has 2 decimal places.
29. Adjust the Axis Format of the Horizontal Axis so that the Major Unit is Fixed at 7 days.
30. Set the chart with the Chart Style called **Style 28**
31. Set the Plot Area with the Shape Style called **Subtle Effect – Accent 2**

Finish up

32. For each of the three chart worksheets, add a Custom Footnote with your name on the left and the Sheet Name on the right.
33. Use Print Preview to check your work.
34. Print Preview to be sure everything looks OK.
35. Check your work with the sample on the following page to be sure you have done everything correctly.
36. Save the file.
37. Attach the file to an email message and send it to **RichMalloy@gmail.com**. Be sure that the Subject line of the message includes **Excel Project 3** and your name.

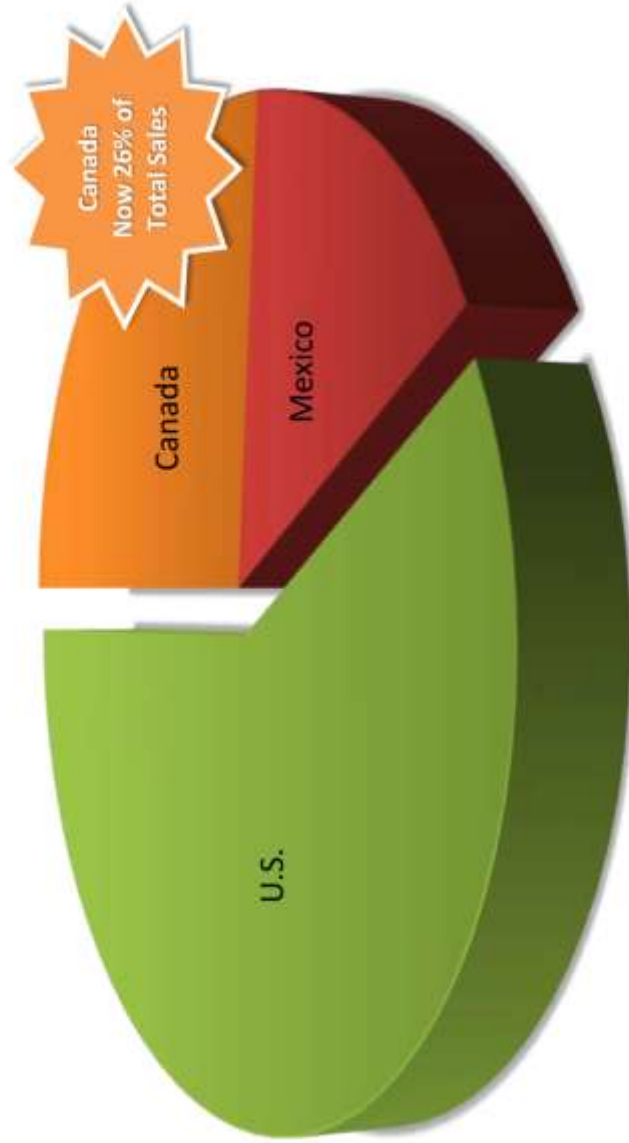
Examples:



Sales by Region

Rich Malloy

Universal Cafeteria Total Sales



Rich Malloy

Total Sales

