EXCEL: CHAPTER 4 EXERCISE 2

**This Chapter coves the second tab on the Excel Menu Bar called, Page Layout View. All work in these directions will cover Chapter 1. 2, 3 and 4.**

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| **Your boss asks you to put together this workbook for a potential client. The client is interested in how well you can format a spreadsheet. As you complete each step, copy the checkmark in Column 1 to show you have completed the step.** |
| **🗹** | 1. Open up your **Ex. 2 Word instructions.** Open up Chapter 4: Exercise 2. **Snap** in place the **Word** **Ex. 2 Instructions** on the left side (or right). Then select your Chapter 4 Excel 2 exercise. If you have done it correctly, then should be side-by-side and you should be able to move back and forth between documents without either disappearing
 |
|  | 1. In the **Parts** worksheet, complete the following tasks:
	1. Insert a **Dark Blue, Sparkline Style Colorful 6** that **graphs** the **trend** of **sales** form **Jan through March**.
	2. Add **3 flags icon** set to the **salespeople** in the **total** **column**.
	3. Do a **comparison** of data in **Jan**., **Feb**. and **Mar**. by displaying **red**, **yellow** and **green** **color scales** into the columns.
	4. Make it so **row 3 prints at the top** of each page.
	5. At the **end** of the title, add the **trademark** **symbol**.
 |
|  | 1. In the **Employee Bonuses** worksheet, complete the following tasks:
	1. In **F4**, **calculate** the **commission** rate for **each** employee.
	2. Use the A**utoFill** to copy down the formula in H4 so that it calculates the total compensation for each employee in the bonus table.
	3. **Disable** the **headings** in the **Rates** **row**
	4. Insert a **3-D stacked bar chart** into the Employee Bonuses worksheet. ***NOTE***: do not include the Total column.
		1. Add the **title**, "***1st Quarter Parts Sales***".
		2. **Remove** the **legends** from being displayed in the chart.
		3. Add an **Intense** **Effect**, **Purple** **Accent** **4 style** to the chart.
		4. **Move** the **chart** to a **new** **worksheet** and call the worksheet, ***Chart Sales***.
 |
|  | 1. Add a **document** **property** **comment** that reads, "***Workbook will be updated again next month to see the difference***."
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|  | 1. **Save your exercise**. Show me your work when you have finished.
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