# 4.1

Create a Worksheet and Embed a Column Chart

In this exercise, you will create a worksheet on which to base a chart, format the text and numbers, embed a column chart in the worksheet, and then prepare the worksheet with the embedded chart to be printed.

1. Start a new workbook named: **EX21-4.1-College Expenses**
2. Enter this data to set up your worksheet:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| 1 | **Projected College Expenses** |  |  |  |  |
| 2 |  | **Freshman** | **Sophomore** | **Junior** | **Senior** | **Total** |
| 3 | **Room & Board** | **3290** |  |  |  |  |
| 4 | **Tuition & Books** | **4850** |  |  |  |  |
| 5 | **Clothes** | **490** |  |  |  |  |
| 6 | **Entertainment** | **635** |  |  |  |  |
| 7 | **Miscellaneous** | **325** |  |  |  |  |
| 8 | **Total** |  |  |  |  |  |

1. Use formulas to calculate the expenses for the Sophomore, Junior, and Senior years based on the Freshman year amount plus 5%.

*Hint: The formula for Sophomore Room & Board is =B3\*(1+0.05).*

1. Use AutoSum to calculate the Total column and Total row.
2. Set the widths for **columns B–F** to: **10.57**
3. Apply the Accounting number format to all numeric data and use dollar signs for rows 3 and 8 (but not rows 4 –7).

*Hint: You can control the display of the dollar sign in the Format Cells dialog box.*

1. Set the title in **row 1** to be **14 points**, add bold formatting, and merge and center the title over **columns A–F**.
2. Set **rows 2 and 8** in bold formatting then add italic formatting to the **range B2:F2** and **cell A8**.
3. Select the data that will allow you to create a column chart that compares each expense category by college year.

*Hint: Do not select Totals.*

1. Insert a **2-D Clustered Column** chart; move the chart below the data and size to approximately the same width as the data.
2. Change the layout to move the legend to the right; do not include a chart title.
3. Preview the worksheet and the embedded chart on the same page.



1. Save and close the file.