# 4.2

Work with Charts

In this exercise, you will delete an embedded chart, insert a chart onto a chart sheet, add titles and formatting to the chart, and rename the worksheet tabs.

**Before you begin:** Skills 4.1 first, as you will begin with the file you created in that exercise.

1. Open **EX21-4.1-College Expenses** and save it as: **EX21-4.2-College Expenses v2**
2. Delete the current chart.
3. Select the data that will compare expenses by college year.

Hint: Do not select the Totals.

1. Insert a bar chart in the style of your choosing then move the chart to its own sheet.
2. Enter **Projected College Expenses** as the chart title.
3. Right-click the chart area and choose **Select Data...** then click the **Switch Row/Column** button to exchange the series axis and category axis. Close the Select Data Source dialog box.

Expenses are now charted within each college year.

1. Insert the primary horizontal axis title **Projected Expense Amount** and the primary vertical axis title: **College Year**
2. Move the legend to the right of the chart and add a gradient fill to the chart area.
3. Rename the worksheet tab **College Expenses** and the chart tab: **Expenses Chart**
4. Add the color of your choice to the College Expenses tab.
5. Move the College Expenses tab to the left of the Expenses Chart tab.
6. Save and close the file.

