COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 5

Create Embedded Chart

1. Open a new workbook.
2. Create the worksheet below.
3. Use proper formatting. Make sure you adjust the column width.
4. Rename Sheet 1 as **Nevada Shops.**
5. **Calculate** each store’s total and each week’s total. If a column has ######, adjust the column width to fit the number.
6. Format **the Store totals and Weekly Totals as** currencywith **2 decimals.**
7. Select the cells in the column or row.
8. Right mouse click and choose **Format Cells.** (Or go to **Format/Format Cells**)
9. Choose **Currency** in the category box
10. Choose 2 as decimals
11. Click OK
12. Type your name and Excel Assignment 5 two rows below the Weekly Totals.
13. Save the worksheet as **Excel Assignment 5** and leave on your screen.



1. You will now create an embedded chart.
2. Select cells **A4 to E10.**
3. Go to the **Insert**  tab on the standard toolbar.
4. Select **Column Chart/select the 1st 3D chart.**
5. The chart displays in the middle of the window in a rectangle.
6. Click and Drag the chart so that the upper edge of the chart sits between cells **A16 and G16,**  and the bottom edge of the chart sits between cells **A30 and G30.**
7. Save as Excel Assignment 5.
8. Hand in according to instructions.