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Knowledge check:

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Exercise: Modifying and formatting charts

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

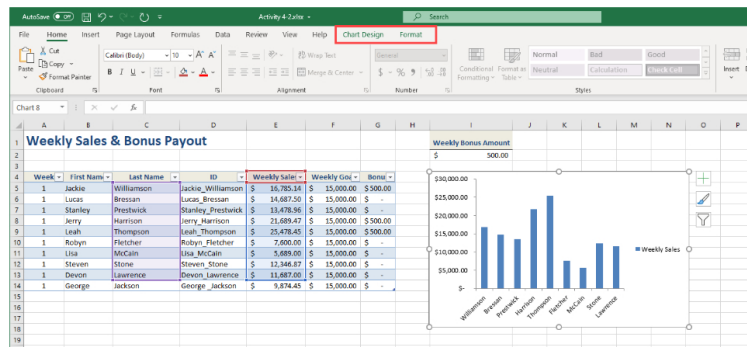
Let's get started!

You have created a chart that illustrates the weekly sales made by your sales staff. You would like to improve the look of the chart. Additionally, it looks as though George Jackson's data has been accidentally left out of the chart.

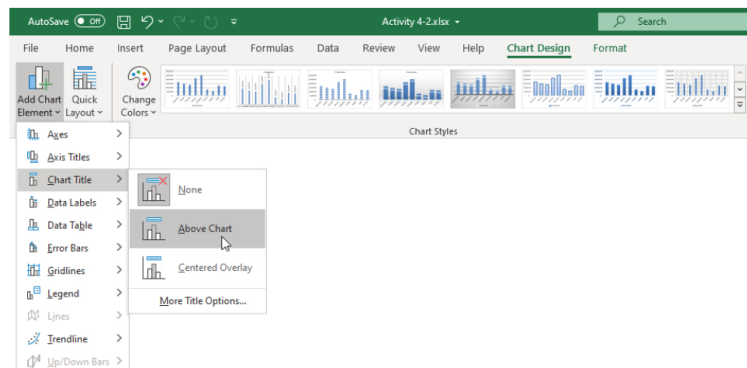
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Modifying and formatting charts](#)

2. Click to **select the chart** on the current worksheet. You will see the Chart Design and Format contextual tabs appear on the ribbon:



3. First, you should add a title to this chart. Click **Chart Design** → **Add Chart Element** → **Chart Title** → **Above**



4. The chart title is now displayed above the data series on the chart:





5. Next, you should add gridlines to make this chart a little easier to read. Click to **select the chart** and then click the **Chart Elements** button that appears near the top right-hand corner:



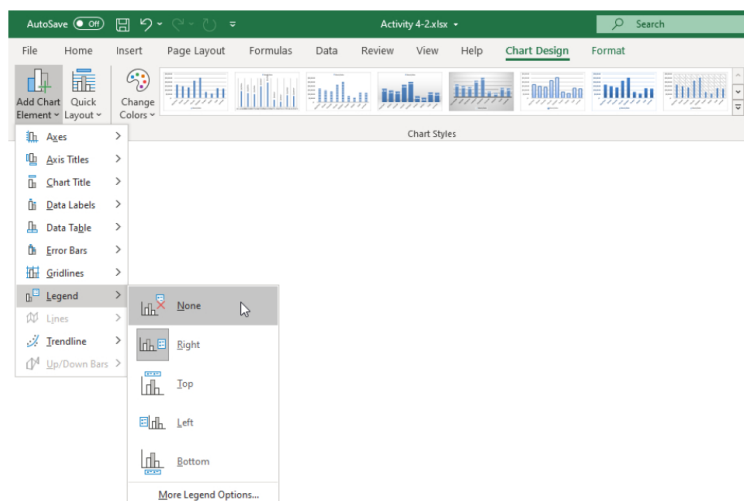
6. From the menu that appears, check the **Gridlines** check box:



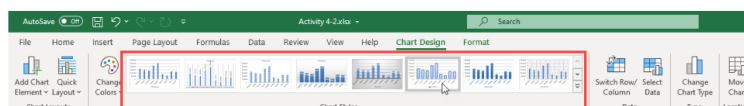
7. Major gridlines are now displayed on the chart:



8. Finally, you might as well remove the legend as it is fairly self-evident what this data represents. Click **Chart Design** → **Legend** → **None**:



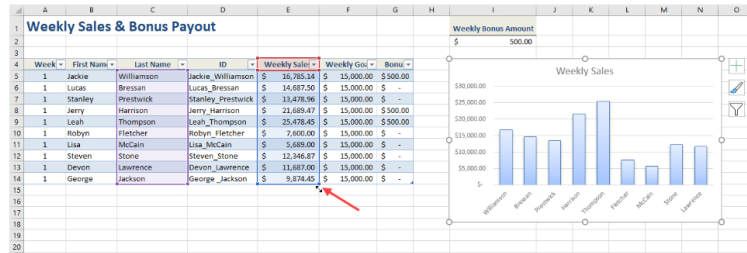
9. Now you need to adjust the color of this chart. Click the **Chart Design** contextual tab. Within the **Chart Styles** gallery, **click any** of the chart styles presented:



10. The new style is now applied to the selected chart:



11. Finally, with the chart selected, **click and drag the handle** of the highlighted data selection, at the bottom right of cell **E13**, and **drag it down one row**:



12. A column representing the weekly sales of George Jackson will be added to the chart:



13. Save your current workbook as Activity 4-2 Complete and close Microsoft 365 Excel to complete this exercise.

14. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Modifying and formatting charts](#)

Mark as completed

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