Activity 4: Create a chart using Google Sheets

In this activity, you will create a chart using some data in your spreadsheet. You want to show the actual April sales for each product in the AsiaPac region compared to the sales forecast.

Complete the following steps:

1. Select the products, sales forecasts, and actual sales for the AsiaPac region in April (C1:E4).
2. From the **Insert** menu, select **Chart** to open the Chart editor panel.
3. For Chart type, choose **Bar chart.**
4. Give the chart a title. Select **Customize**, then **Chart and axis titles.** Type in "AsiaPac April Sales" for the **Chart title** text.
5. Make the chart easier to read by selecting **Gridlines and ticks** and then enabling **Minor gridlines** for the Horizontal axis.
6. Close the Chart editor panel, then resize the chart by dragging an anchor on one of the corners to enlarge it.
7. Move the chart to its own sheet. Click on the three dots in the top right corner of the chart, then click **Move to own sheet**.
8. Return to the defaults sheet 'Sheet1'.