# **EX16\_XL\_CH03\_GRADER\_CAP\_AS - Movie Source 1.14**

## **Project Description:**

<Project Description>

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Download and open the file named *exploring\_e03\_grader\_a1.xlsx*. | 0 |
| 2 | Select the ranges A4:A10, F4:G10 and create a Clustered Column – Line on Secondary Axis combo chart. | 10 |
| 3 | Position the chart to start in cell A13. Change the height to 3.5 inches and the width to 6 inches. | 6 |
| 4 | Change the chart title to **November 2018 Downloads by Genre**. Apply Black, Text 1 font color to the chart title. | 4 |
| 5 | Add a primary value axis title and type **Number of Downloads**. Add a secondary value axis title and type **Percentage of Monthly Downloads**. Apply Black, Text 1 font color to both value axis titles. | 6 |
| 6 | Remove the legend. | 2 |
| 7 | Add data labels for the % of Month line. Position the data labels Above. | 2 |
| 8 | Select the range B5:E11. Insert Line Sparklines in the range H5:H11. | 9 |
| 9 | Apply the Sparkline Style Accent 2, Darker 50% sparkline style. | 4 |
| 10 | Show the high and low point markers for the sparklines. Change the high point marker color to Red. Change the low point marker to Blue. | 8 |
| 11 | Select the range A4:E10. Create a stacked bar chart. Move the chart to new sheet. Type **Bar Chart** for the sheet name. | 8 |
| 12 | Add a chart title above the bar chart and type **November 2018 Weekly Downloads by Genre**. Apply bold and Blue font color to the bar chart title. | 8 |
| 13 | Apply 11 pt font size to the category axis, value axis, and the legend for the bar chart. | 6 |
| 14 | Use the Axis Options to display the value axis in units of Thousands, set the Major Units to **500**, apply the Number format with **1** decimal place for the bar chart. Click the vertical axis, and under Axis Options, click the Categories in reverse order check box. | 10 |
| 15 | Change colors and apply Monochromatic Palette 8 to the bar chart (Blue gradient, light to dark).  Note, if you do not have Monochromatic Palette 8, apply Color 12 (Blue gradient, light to dark). | 5 |
| 16 | Apply a gradient fill, using any preset or color, to the plot area in the bar chart. | 5 |
| 17 | Apply landscape orientation for the Data worksheet. | 2 |
| 18 | Apply horizontal and vertical centering on the page options for the Data worksheet. | 5 |
| 19 | Ensure that the worksheets are correctly named and placed in the following order in the workbook: Bar Chart, Data*.*  Save the workbook. Close the workbook and then exit Excel. Submit the workbook as directed. | 0 |

|  |  |
| --- | --- |
| **Total Points** | **100** |