Excel Planning Process

module 3

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There are many types of charts that are in Excel. For the use of a numerical data, I would use a bar chart. It doesn’t have to be really fancy and it would show the data best. Of course, with all the different types of bar charts in Excel you can make it as simple or fancy as you want. I will just have a simple one because of it being for a business. Also, I didn’t know much about making a graph in Excel until this class. I am hoping with practice I can make more items in it.

I will apply the formatting appropriate for the business audience, which is the managers. I will use the New Roman Times font and font size 10 for the spreadsheet. For the spreadsheet, I am putting in a bar chart for the total sales, the projected sales, and a line chart for the desired sales growth. I will also format the spreadsheet with the different rows and columns for the different sales. These will also have labels that say what is in the rows and columns.

For the number formatting I will use the currency format. You do this by selecting the cells and then clicking the Accounting Number Format ($). I would use the standard two decimal spaces for the numbers ($100.00). I do it this way so that the managers can just look at it and understand that it is the money part of the presentation.

I don’t have any questions right now but I will ask if I have any. The SIMnet book is very helpful and easy to understand. I am glad that we have a class like this. I would have learned all of this through trial and error if this class didn’t exist.