

Instructions:

For the purpose of grading the project you are required to perform the following tasks:

Step	Instructions	
1	Start Excel. Open the downloaded Excel file	
2	Select the range B4:F8 (the employee ratings) and create a column sparkline in the range H4:H8.	
3	Apply the Sparkline Style Accent 1, Darker 50% style to the sparklines.	
4	Show the High Point. Apply Dark Red as the marker color for the Low Point.	
5	Change the row height to 25.00 for rows 4 through 8.	
6	Select the range A3:F8 and create a clustered bar chart. Position the chart in the range A12:G40.	
7	Apply Style 12 chart style.	
8	Type 2016 Employee Evaluations by Category as the chart title. Apply Blue, Accent 5, Darker 25% font color to the chart title.	
9	Change the Maximum Bounds for the value axis to 5.0 .	
10	Select the ranges A3:A8 and G3:G8, create a clustered column chart, and move this chart to a new chart sheet named Overall Evaluations .	

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11	Make sure the column chart is selected. Type Overall Evaluation Scores for 2016 as the chart title. Apply bold and change the font size to 18 pt for the chart title.	
12	Make sure the column chart is selected. Add data labels in the Outside End position. Apply bold and 12 pt font size to the data labels. Apply the default Gradient fill color to the data labels.	
13	Apply a solid Dark Blue fill color to the data series.	
14	Bold and apply 12 pt size to the value axis. Set the number of decimal places to 1 for the value axis.	
15	Bold and apply 12 pt size to the category axis. Apply Dark Blue font color to the category axis.	