**Hands-on Exercise 24: Chart Basics**

1. Start Excel 2013 and open “Hands on exercise 24\_uspop” file.
2. Select the **range A3:E7**, click the **Insert** tab, click **Column** in the charts group, and then click **Clustered Column** in the *2-D Column* section.
3. Click **Move Chart** in the Location group on the Design tab. Click **New Sheet**, type **Column Chart**, and then click **OK**.
4. Click the **Layout tab**, and then add a chart title by doing the following:

* Click **Chart Title** in the Labels group, and then select **Above Chart**.
* Type **U.S Population Estimates** and press **Enter**.

1. Add data labels by doing the following:

* Click the **Chart Elements arrow** in the **Current Selection** group, and then select **Series “South”.**
* Click **Data Labels** in the Labels group, and then select **Outside End**.
* Click the data labels to select them, apply **bold**, and then apply a **12-pt font** size.

1. Click the **Layout tab**, click **Data Table** in the **Labels** group, and then select **Show Data Table with Legend Keys**.
2. Click **Plot Area** in the Background group, and then select **More Plot Area Options**. Do the following in the Format Plot Area dialog box:

* Click **Picture or texture fill**.
* Click **Clip Art**, then in the Select Picture dialog box, search for and insert a picture of the **U.S flag**.

1. Save as *Hands on exercise 24* and submit it.