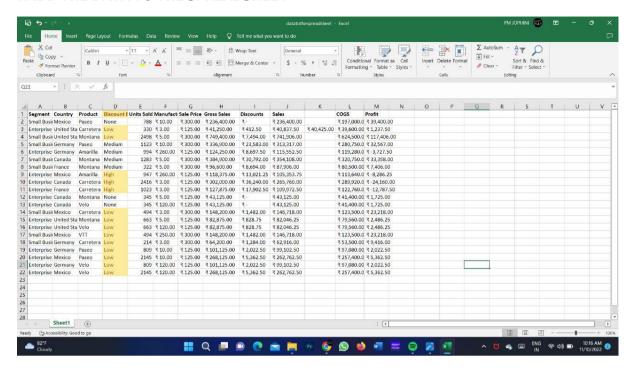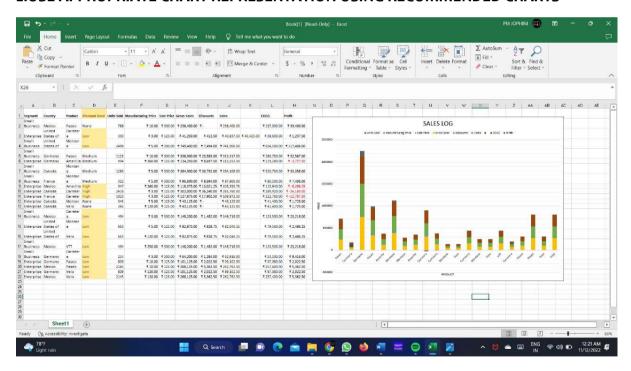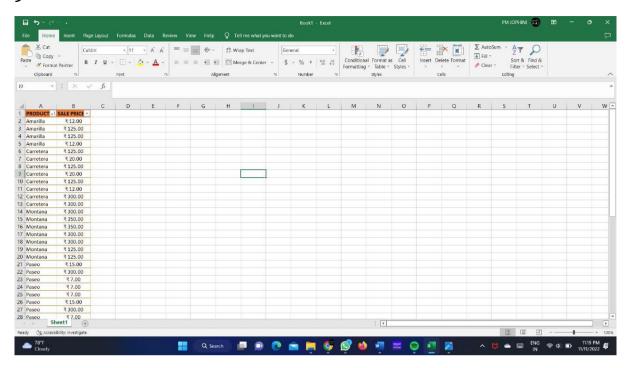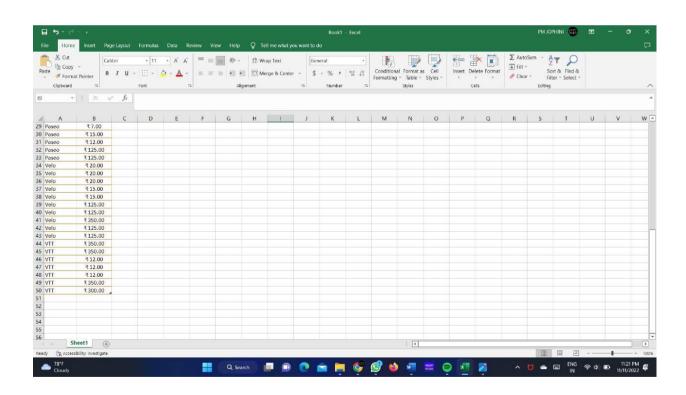# 1.ADD THE DATA TO THE SPREADSHEET



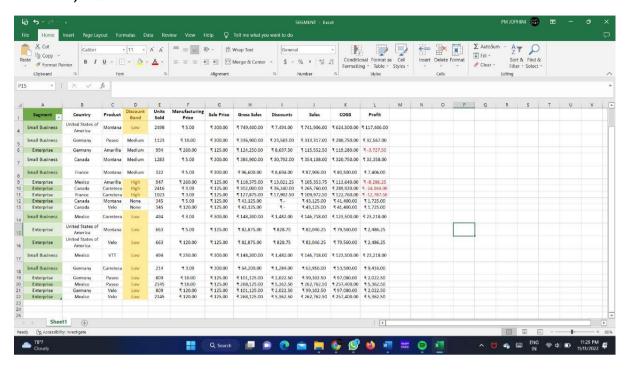# 2.USE APPROPRIATE CHART REPRESENTATION USING RECOMMENDED CHARTS
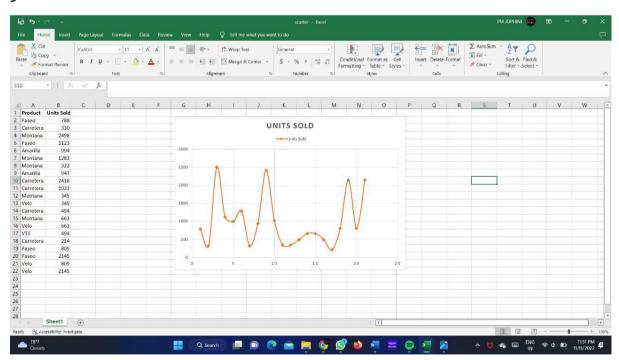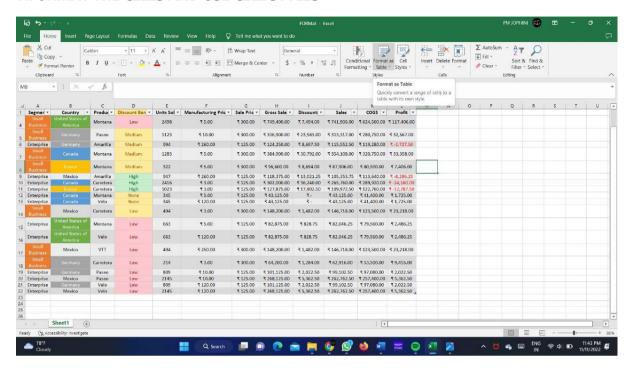
## 3.SALES PRICE OF VARIOUS PRODUCTS

## 4.FILTER THE SEGMENT AND ONLY SHOW THE SMALL BUSINESSES,ENTERPRISE MARKET,ETC..



## 5.USE A SCATTER CHART TO SHOW THE UNITS SOLD

## 6.FORMAT THE CELLS AND USE CELL STYLES



## 7.SAVE THE EXCEL DOCUMENT IN A DIFFERENT FORMAT