

Unit 1 ▶ [Executive...]

1. On **Slide 2** insert a **Clustered Column Chart** inside the empty text box. Resize the **Chart Data Range** to include only **2 categories** and **2 series**. Rename the Categories: **Students** and **Adults**. Name the Series: **Can Read** and **Can't Read**. Insert the **Data** from the text box on **Slide 2** called **Reading Statistics**.

Unit 2 ▶ [Executive...]

1. On **slide 4**, apply the **Table hierarchy** layout and the **Subtle Effect** style to the **SmartArt**.

Unit 3 ▶ [Executive...]

1. On **Slide 3** format the **Competition Chart** to show the **Data Labels** at **Best Fit**.

Unit 4 ▶ [Executive...]

1. On **Slide 3** format the chart **Legend** to be positioned at the **Bottom** with a **Solid Fill** of **Rose, Accent 2**.

Unit 5 ▶ [Executive...]

1. On **Slide 5** insert a new row on top of the first table, and merge the cells. Type the words **Customer Orientation** in the merged cell.

Unit 6 ▶ [Executive...]

1. On **Slide 3** change the **Chart Type** to **Clustered Bar**.

Unit 7 ▶ [Executive...]

1. On **Slide 3** apply the Shape Style **Colored Outline - Orange, Accent 1** to the Chart.

Unit 8 ▶ [Executive...]

1. On **Slide 5** format the chart to have a **Shape Outline** of **Purple, Accent 6** with a weight of **6 pt**.

Unit 9 ▶ [Executive...]

1. On **Slide 5** change the **Table Style** of the top table to **Themed Style 2 - Accent 6**.

Unit 10 ▶ [Executive...]

1. On **Slide 4**, format the chart gridlines on the **Primary Horizontal** axis to show **Major & Minor Gridlines**.

Unit 11 ▶ [Executive...]

1. On **Slide 2** change the **Chart Layout** to **Layout 4**.

Unit 12 ▶ [Executive...]

1. On **slide 4**, modify the chart type to be an **Exploded pie in 3-D**.

Unit 13 ▶ [Executive...]

1. On **slide 5**, add a row above the top row of the table. Merge the cells, and enter the text **Yearly Spending**.