

Unit 1 ▶ [Executive...]

1. In **Annual Sales** worksheet, insert a **column Sparkline** in the cell **G6** that references the data in the cells **B6** through **E6**.

Unit 2 ▶ [Executive...]

1. In the **Time Card** worksheet, insert the image **ftlogo.gif**, from the **Your Documents\GmetrixTemplates** folder, into the top of this worksheet.
2. Add a **Dark Blue** border to the inserted image.
3. Change the **Theme** to **Office**.

Unit 3 ▶ [Executive...]

1. In the **Product** worksheet insert a **Line Sparkline** into cell **F33** that references the data in cells **B33** through **E33**.
2. Use **autofill** to copy the **Sparkline** from cell **F33** to **F8:F32**.

Unit 4 ▶ [Executive...]

1. In the **Annual Sales** worksheet, insert a **2-D Clustered Column** chart based on the data in **Rows 5** through **15**. Include the **column headings** and position the chart below the table.
2. Add the title **Annual Sales** with the title being above the chart.

Unit 5 ▶ [Executive...]

1. In the **Budget Plan Chart** worksheet, apply a **Circle Bevel** to the illustration.

Unit 6 ▶ [Executive...]

1. In the **Budget Plan Chart** worksheet insert the values from the chart into the **Budget** row of the table below.

Unit 7 ▶ [Executive...]

1. In the **Marketing Budget Plan** worksheet, add Column Sparklines in cells **E10**, **E18** and **E25** that use the data from cells **D5:D8**, **D13:D16** and **D21:D23**.

Unit 8 ▶ [Executive...]

1. In the **Profit - Loss Summary** worksheet, Modify the FusionTomo Image to have a **Height** of 1 (**2.54** cm).

Unit 9 ▶ [Executive...]

1. In the **Profit - Loss Summary** worksheet, change the chart under **Profit vs. Loss** to select the data from cells **B4:D6**.

Unit 10 ▶ [Executive...]

2. In the **Income** worksheet, insert a **3-D Column Chart** with the data range **G11:H15**. Position the chart to the right of the data.

Unit 11 ▶ [Executive...]

1. In the **Profit - Loss Summary** worksheet, insert the **Lightning Bolt Shape** to the right of the data. Adjust the **Height** of the shape to 2 (**5.08** cm) and the **Width** to 1.5 (**3.81** cm).

Unit 12 ▶ [Executive...]

1. Insert a **Line Sparkline** in cell **K6** with a data range of cells **G6:I6**.

Unit 13 ► [Executive...]

1. In the **Mileage Log** worksheet, apply a **Simple White Frame** and a **Red** Picture Border to the image.

Unit 14 ► [Executive...]

1. Using the data in the **Combined Sales** worksheet, add a Pie chart including labels that presents the combined sales for each representative.
2. Move the chart to a new worksheet named **Sales Chart** in the workbook.

Unit 15 ► [Executive...]

1. Rotate the direction of the arrow shape 90° Right.
2. Modify the pyramid SmartArt to use the **Pyramid List** layout and **Sunset Scene** style.

Unit 16 ► [Executive...]

1. In the **Summary** worksheet, remove the background of the ice cream image.
2. In the **Summary** worksheet, sharpen by **50%** and apply the **Watercolor Sponge** artistic effect to the image.

Unit 17 ► [Executive...]

1. Add a **Line** sparkline to column **L** using the data in columns **C** through **J**.