

**Subject Code:** CIS11042

**Subject Name:** Practical Essential of ICT and PC Application

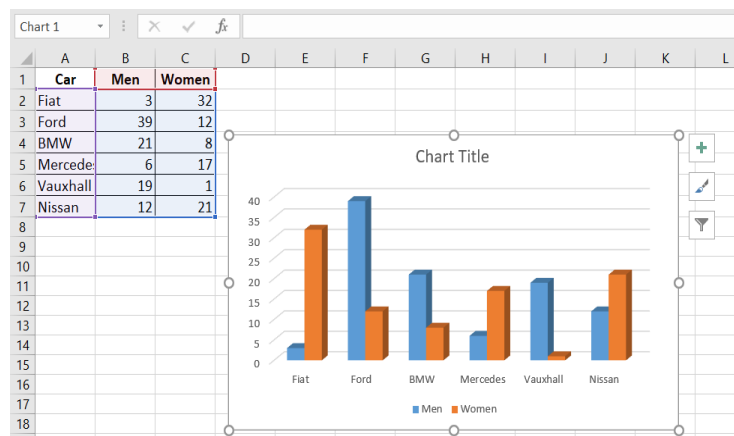
**Title:** MS Excel (work with data)

**Labsheet:**14

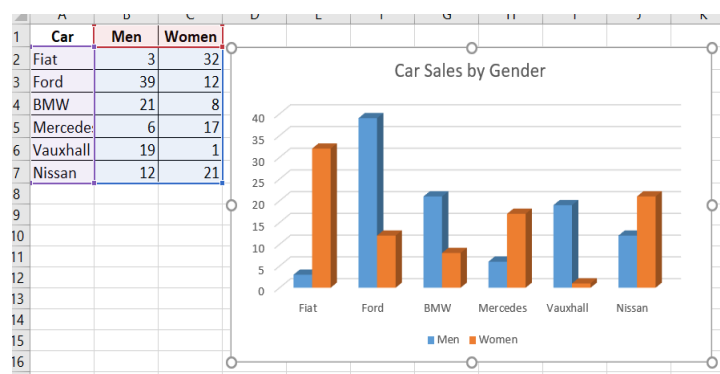
**Submission date :** 02/04/2025

## Task 01

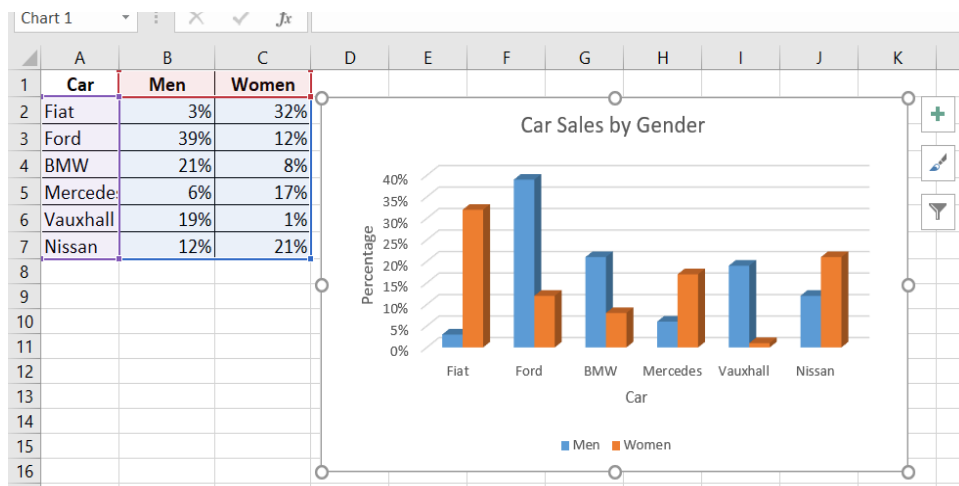
1. Select data → Insert → Chart → Bar chart



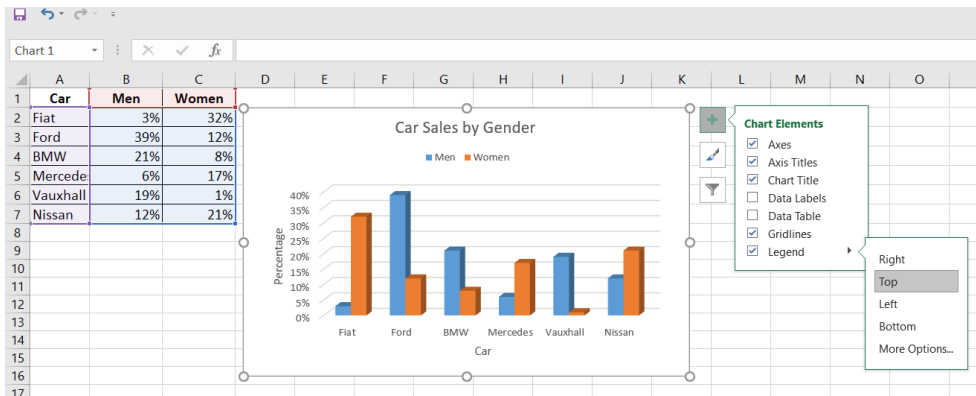
2. Click on Title → Type title as “Car Sales by Gender”



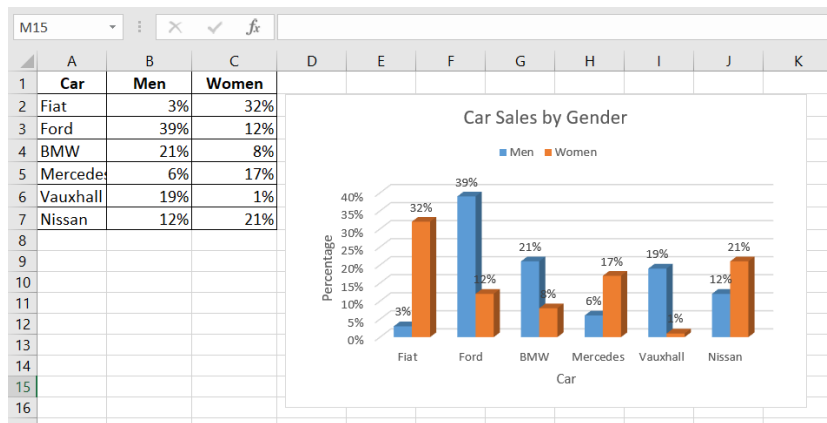
3. Click on the chart → Add chart elements → Axis title



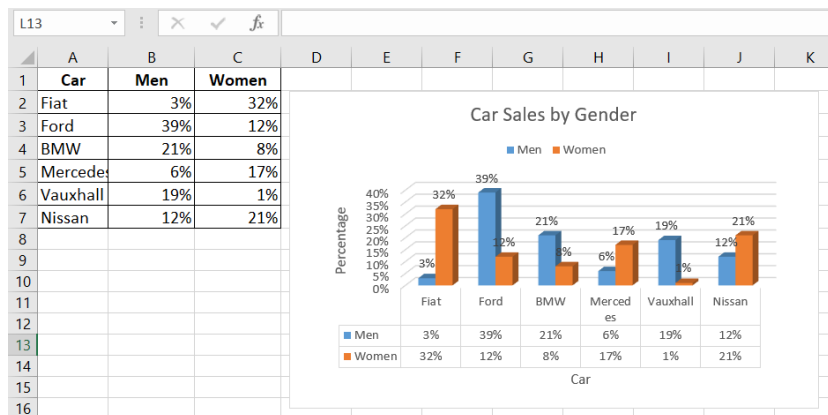
4. Click on the chart → Chart design → Add chart elements → Legend → Top option



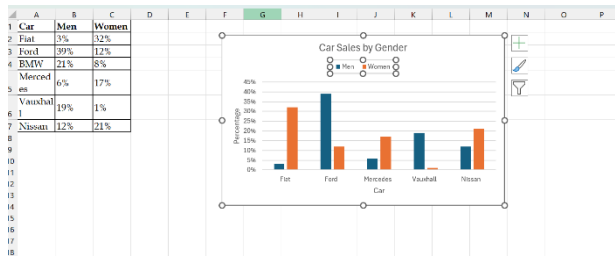
5. Click on the chart → Chart design → Add chart elements → data labels → Out site option



6. Click on the chart → Chart design → Add chart elements → data table



7. Click on Chart → Chart filter → categorize section → Untick “BMW” → Apply



Page Layout Formulas Data Review View Help Acrobat Chart Design Format

Comments Share

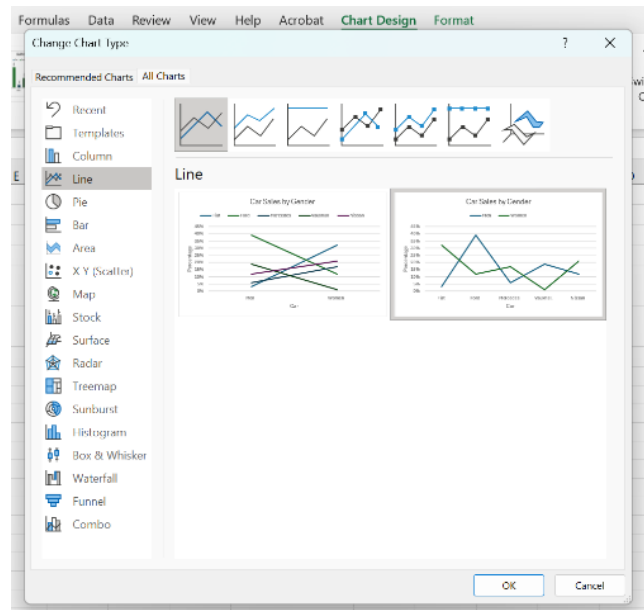
Switch Row Column Select Data Change Chart Type Move Chart

Chart Styles

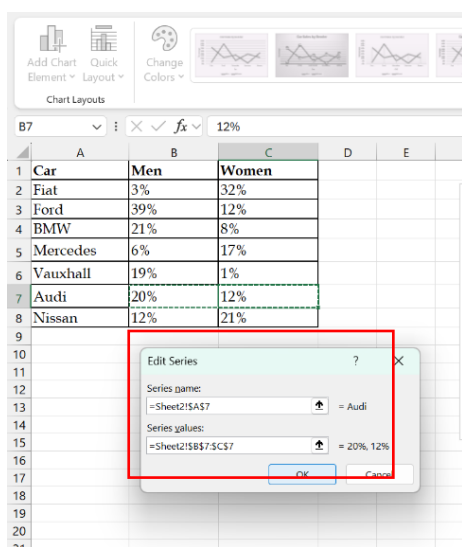
Car	Men	Women
Fiat	5%	28%
Ford	40%	12%
Mercedes	7%	17%
Vauxhall	19%	2%
Nissan	12%	21%

The screenshot shows the Adobe Color CC website's palette generator interface. On the left, a sidebar contains a 'Quick Layouts' section with a grid icon and a 'Change Colors' button. The main area features two tabs: 'Colorful' (selected) and 'Monochromatic'. The 'Colorful' tab displays a 4x4 grid of 16 vibrant colors. The 'Monochromatic' tab shows a gradient of blue shades. A legend on the right indicates the color names: 'Flat' (blue square) and 'Ford' (orange square). The website's header includes the Adobe logo and the text 'Color CC'. The footer contains the text '© 2014 Adobe. All rights reserved.' and 'Adobe is a registered trademark of Adobe Systems Incorporated. All other marks contained herein are the property of their respective owners.'

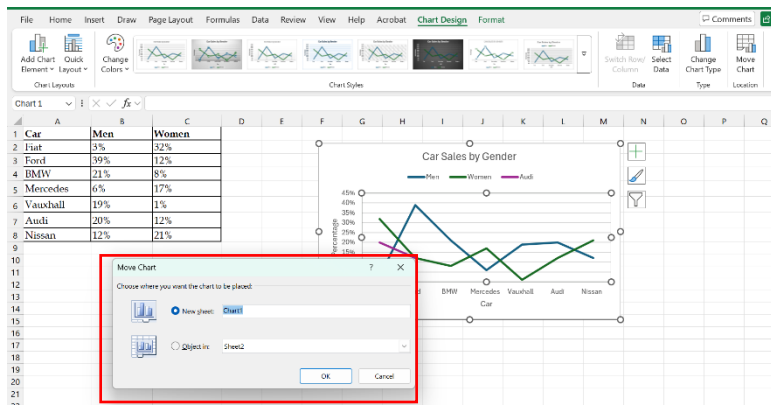
10. Click on the chart → Chart design → Change chart type → Choose one another chart → Ok



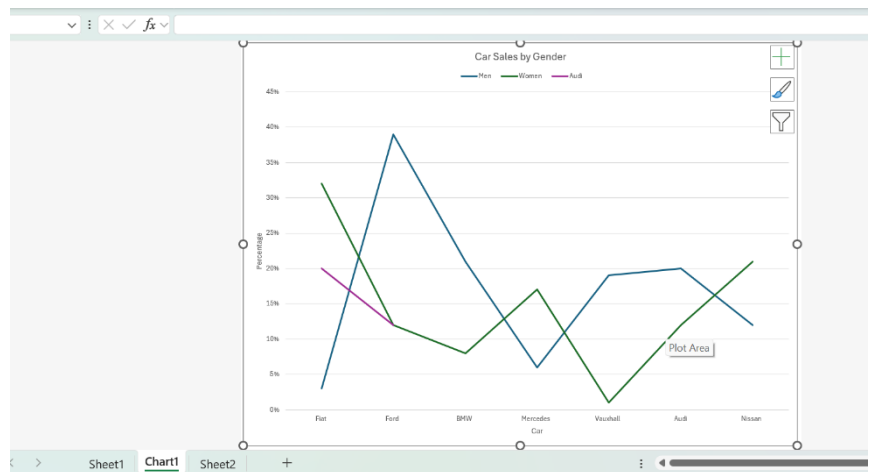
11. Select data → Click on Add option → Add name , value as “Audi, 20%, 12% “  
→ Ok



12. Click on the chart → Chart design → Move chart → Choose New sheet as “Chart” → ok



Output→

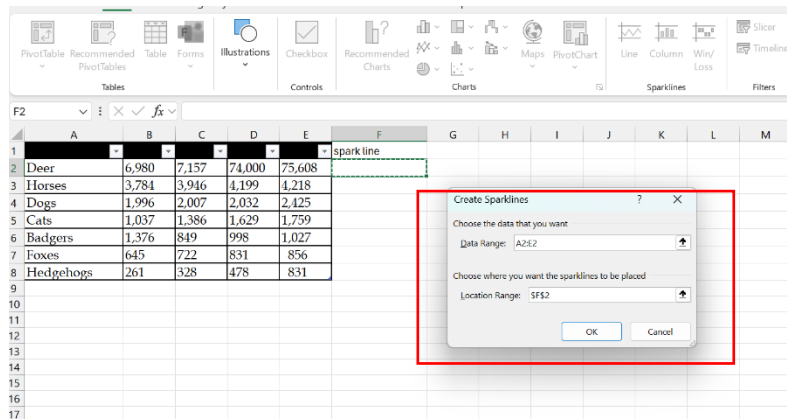


### Task 03

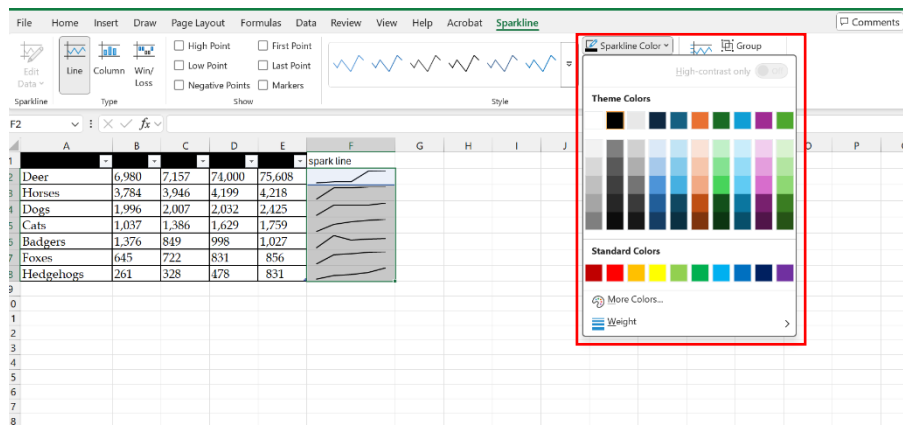
1.

D7				$\sum$	831	
	A	B	C	D	E	F
1	Animals	2000	2005	2010	2015	
2	Deer	6980	7157	74000	75608	
3	Horses	3784	3946	4199	4218	
4	Dogs	1996	2007	2032	2425	
5	Cats	1037	1386	1629	1759	
6	Badgers	1376	849	998	1027	
7	Foxes	645	722	831	856	
8	Hedgehog	261	328	478	831	
9						

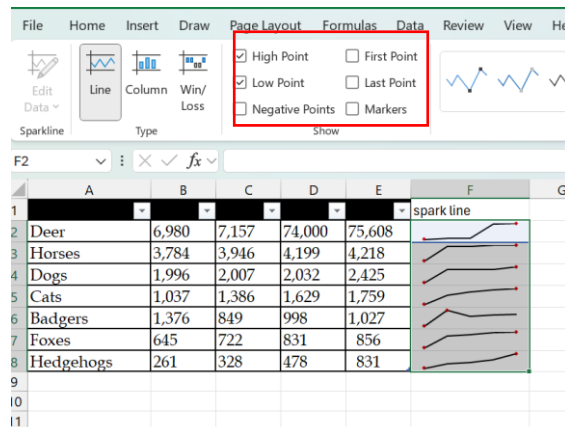
2. Insert → Spark line section → Click line → Set the range → set the path → Ok



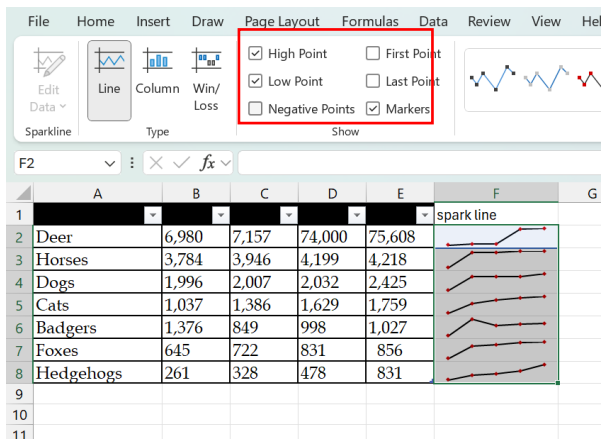
3. Select sparkline column → Sparkline menu → Sparkline color → Choose color as “Block”



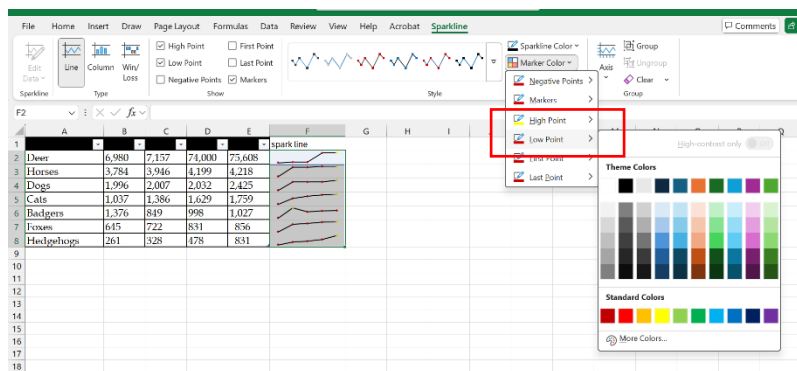
4. Select sparkline column → Show Section → Tick “High point” & “Low point”



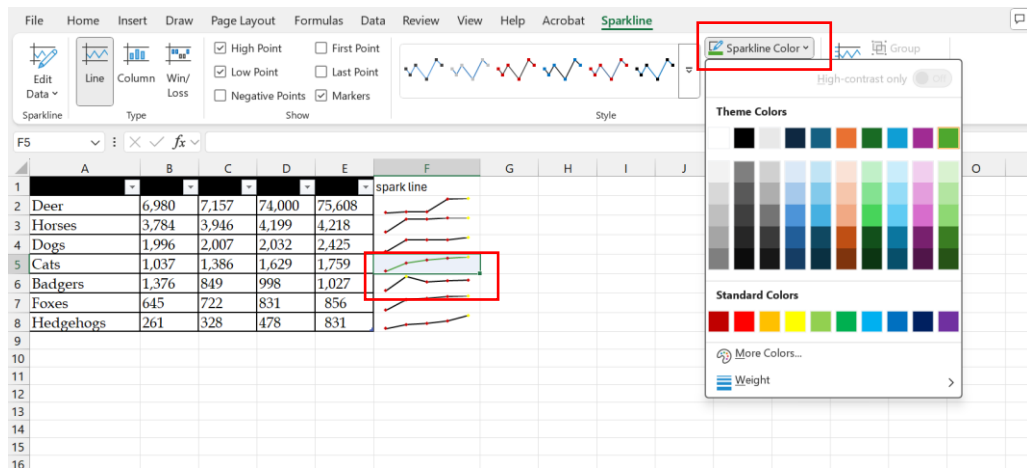
5. Select sparkline column → Show Section → tick markers



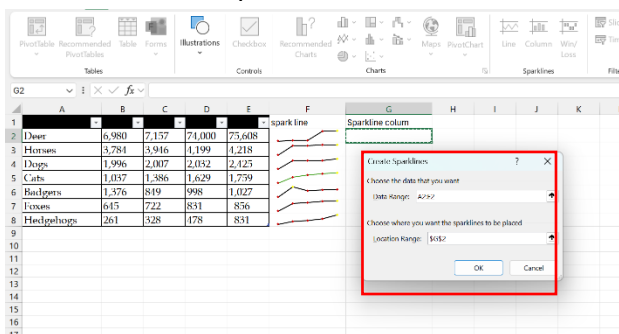
6. Select sparkline column → Sparkline section → Markers color → High point or Low point → Change the color as “Yellow”, “Red”



7. Select the Animal cat cell of sparkline → Spark line color → Change the color to “Green”



8. Insert → Spark line section → Click Column → Set the range → set the path → Ok

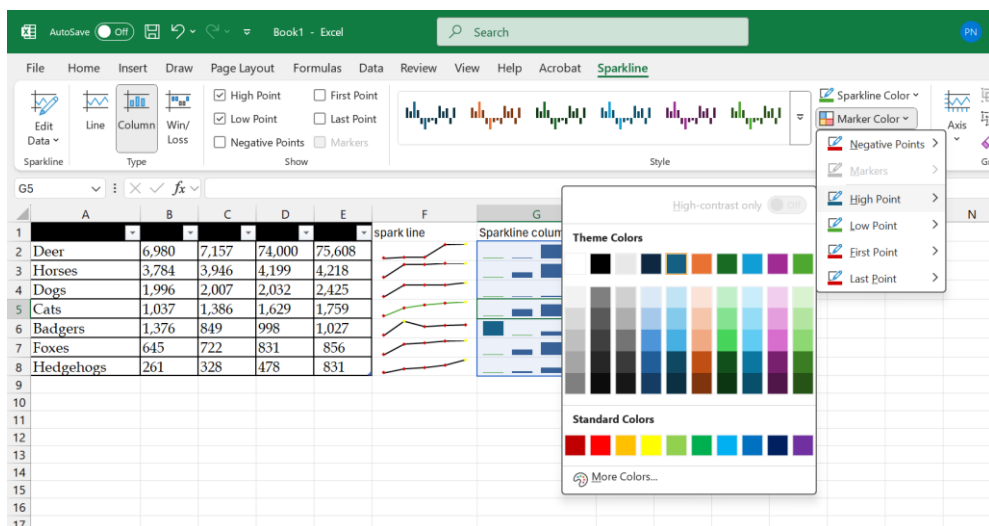


Output  
→

	A	B	C	D	E	F	G
1	Animals	2000	2005	2010	2015	Spark Line	Spark Line 2
2	Deer	6980	7157	74000	75608		
3	Horses	3784	3946	4199	4218		
4	Dogs	1996	2007	2032	2425		
5	Cats	1037	1386	1629	1759		
6	Badgers	1376	849	998	1027		
7	Foxes	645	722	831	856		
8	Hedgehog	261	328	478	831		



9. Select sparkline column → Sparkline section → Markers color → High point or Low point → Change the color as “Blue”, “Green”



10.

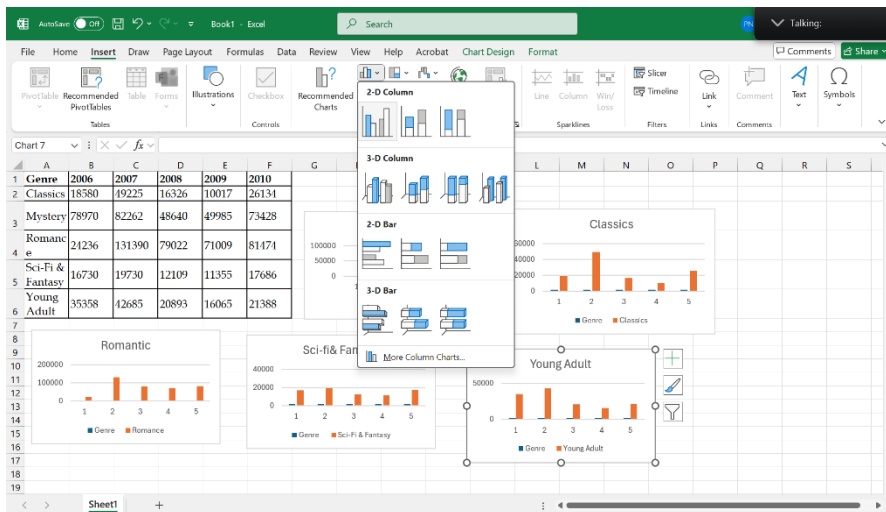
	A	B	C	D	E	F	G
1	Animals	2000	2005	2010	2015	Spark Line	Spark Line 2
2	Deer	6980	7157	100	75608		
3	Horses	3784	3946	4199	4218		
4	Dogs	1996	2007	2032	2425		
5	Cats	1037	1386	1629	1759		
6	Badgers	1376	849	998	1027		
7	Foxes	645	722	831	856		
8	Hedgehog	261	328	478	831		

11.

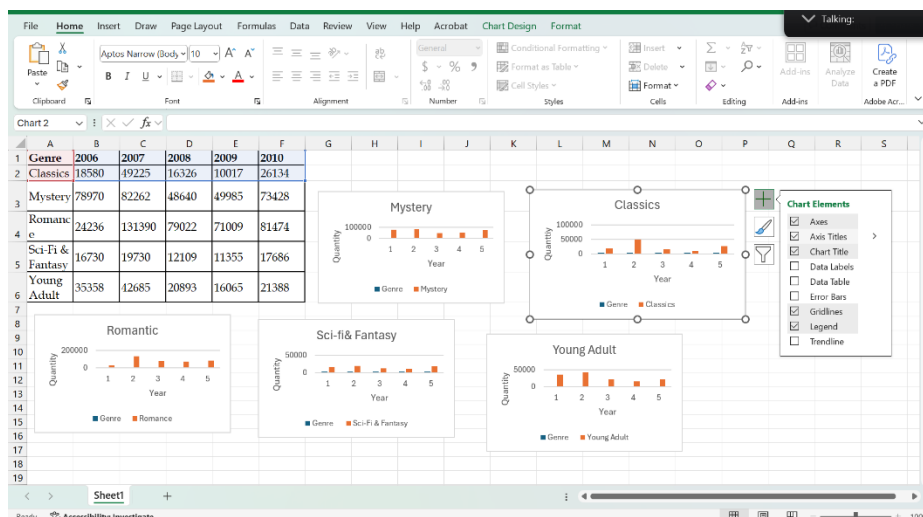
	A	B	C	D	E	F	G	H
1	Animals	2000	2005	2010	2015	Spark Line	Spark Line 2	Spark Line 3
2	Deer	6980	7157	100	75608			
3	Horses	3784	3946	4199	4218			
4	Dogs	1996	2007	2032	2425			
5	Cats	1037	1386	1629	1759			
6	Badgers	1376	849	998	1027			
7	Foxes	645	722	831	856			
8	Hedgehog	261	328	478	831			

## Exercise 01

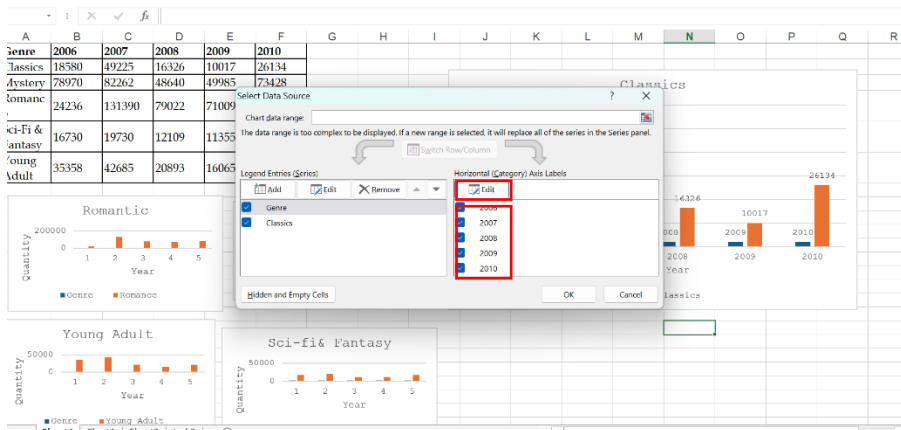
1. Select each data separately → insert → Chart → Barchart



2. Click on Chart → Click “Chart element” → Axis title → Edit as a “Year” and “Quantity”

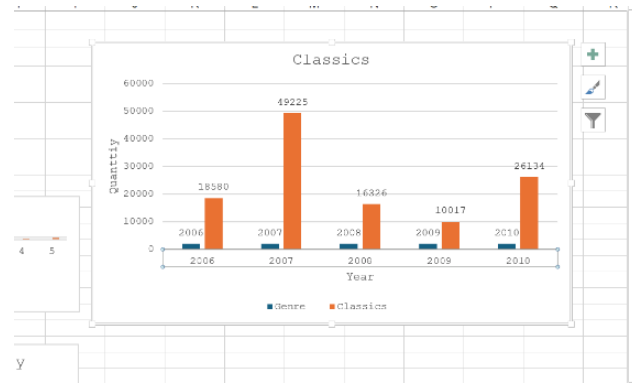
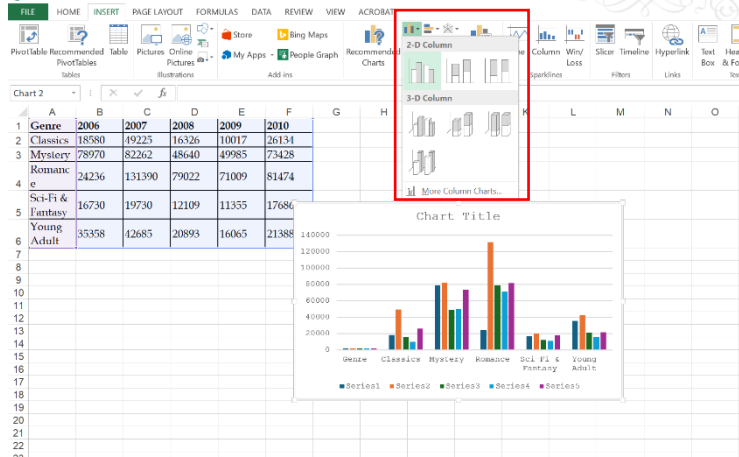


3. Click on the chart label → select data → edit → Set the year range → Ok → Ok

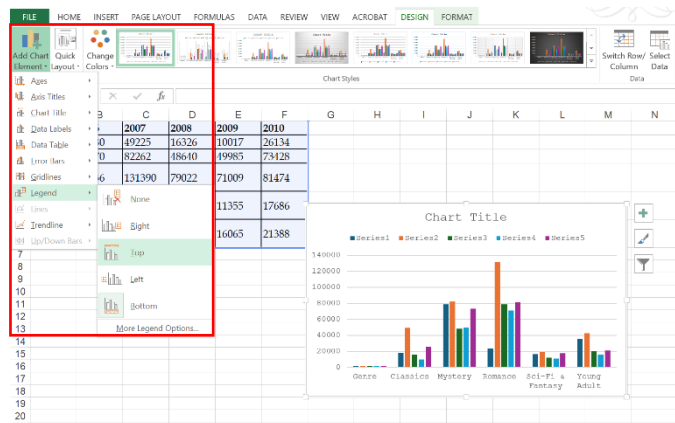


Output →

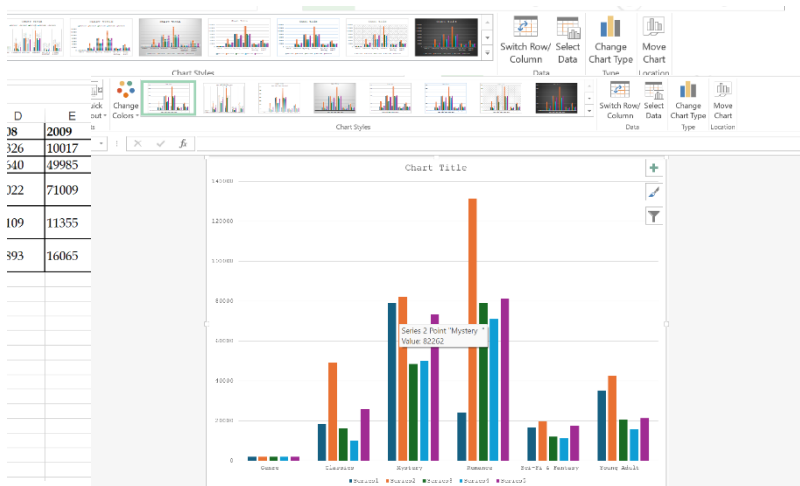
4. Select the All data → Insert → Chart → Clustered column chart



5. Click on the chart → chart design → Add chart elements → Legend → Click top option

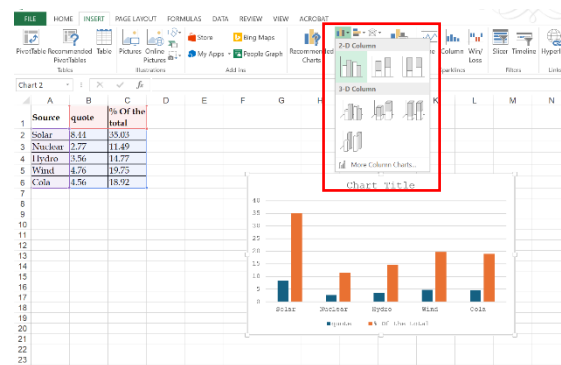


6. Click on the Chart → Chart design → Move chart → Tick New sheet as "Chart" → ok

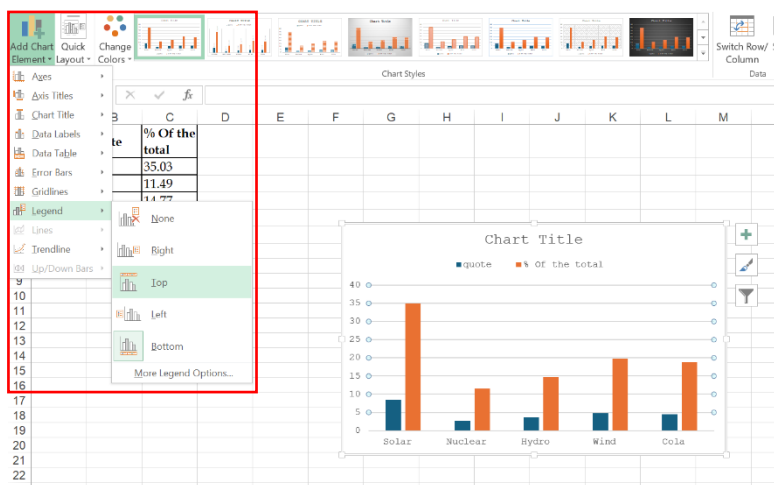


## Exercise 02

1. Select the All data → Insert → Chart → Clustered column chart

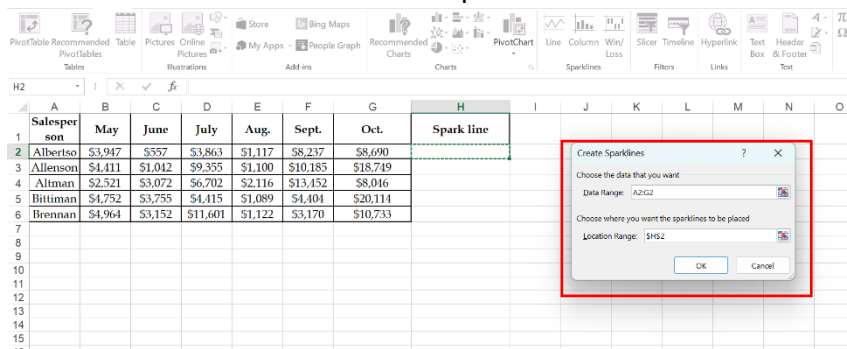


2. Click on the chart → chart design → Add chart elements → Legend → Click top option



## Exercise 4

1. On excel sheet → Insert menu → Spark line section → Click “Line” → Set range and path → Ok



Output →

	A	B	C	D	E	F	G	H	I
1	Salesperson	May	June	July	Aug.	Sept.	Oct.	Spark line	
2	Albertso	\$3,947	\$557	\$3,863	\$1,117	\$8,237	\$8,690		
3	Allenson	\$4,411	\$1,042	\$9,355	\$1,100	\$10,185	\$18,749		
4	Altman	\$2,521	\$3,072	\$6,702	\$2,116	\$13,452	\$8,046		
5	Bittiman	\$4,752	\$3,755	\$4,415	\$1,089	\$4,404	\$20,114		
6	Brennan	\$4,964	\$3,152	\$11,601	\$1,122	\$3,170	\$10,733		
7									
8									
9									
10									
11									

2. Click on spark line column → Design → Show section → tick High point and low point

☒ High Point  
☒ Low Point  
☐ Negative Points

☐ First Point  
☐ Last Point  
☐ Markers

Type

Show

Style

	A	B	C	D	E	F	G	H
Salesperson	May	June	July	Aug.	Sept.	Oct.		Spark line
Albertso	\$3,947	\$557	\$3,863	\$1,117	\$8,237	\$8,690		
Alldenson	\$4,411	\$1,042	\$9,355	\$1,100	\$10,185	\$18,749		
Altman	\$2,521	\$3,072	\$6,702	\$2,116	\$13,452	\$8,046		
Bittman	\$4,752	\$3,755	\$4,415	\$1,089	\$4,404	\$20,114		
Brennan	\$4,964	\$3,152	\$11,601	\$1,122	\$3,170	\$10,733		

3. Click on spark line column → Design → Style section → Markers color → High point or low point → Change the color to “Blue” and “green”

PAGE LAYOUTFORMULASDATA REVIEWVIEWACROBATDESIGNMICROSOFT WORD

☒ High Point

☒ Low Point

☐ Negative Points

☐ First Point

☐ Last Point

☐ Markers

Show

Style

Sparkline Color

Marker Color

Negative Points

Markers

High Point

Low Point

First Point

Last Point

Group

Ungroup

Clear

Group

Theme Colors

Standard Colors

More Colors...

C	D	E	F	G	H	I	J
June	July	Aug.	Sept.	Oct.	Spark line		
\$557	\$3,863	\$1,117	\$8,237	\$8,690			
\$1,042	\$9,355	\$1,100	\$10,185	\$18,749			
\$3,072	\$6,702	\$2,116	\$13,452	\$8,046			
\$3,755	\$4,415	\$1,089	\$4,404	\$20,114			
\$3,152	\$11,601	\$1,122	\$3,170	\$10,733			