Subject Code: CIS11042

Subject Name: Practical Essential of ICT and PC Application
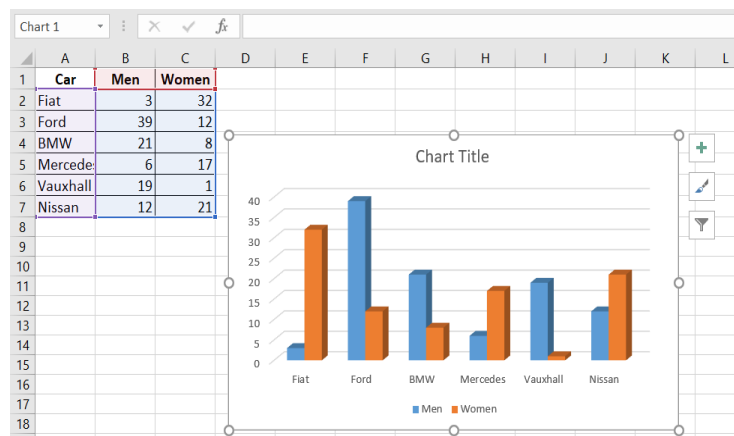
Title: MS Excel (work with data)

Labsheet:14
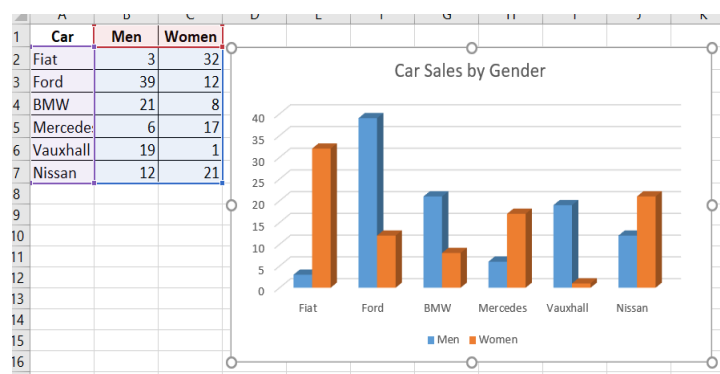
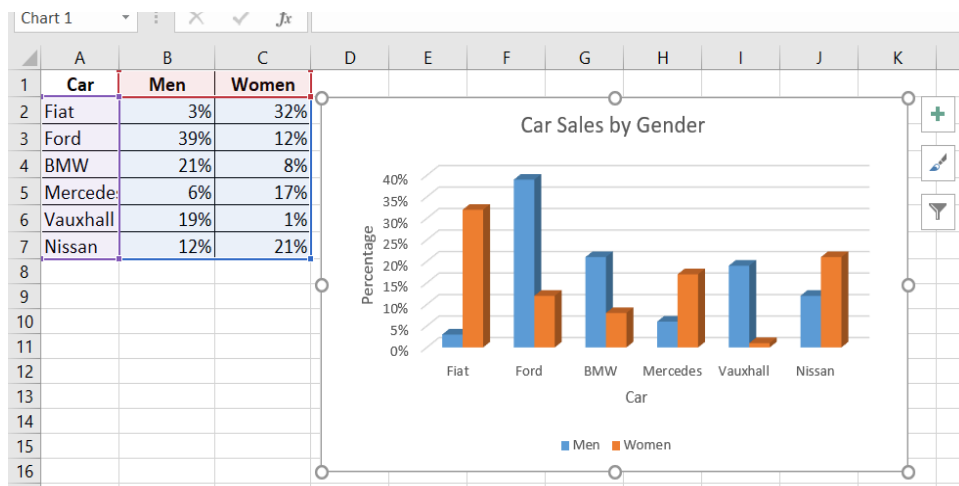**Submission date :** 02/04/2025

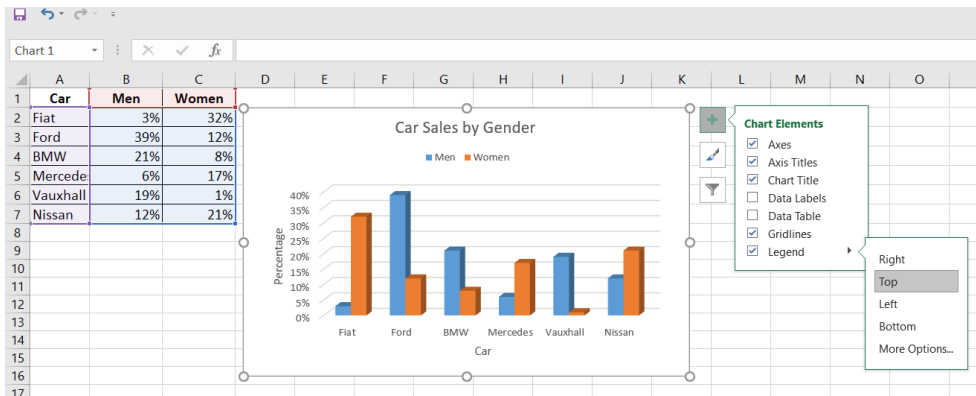Task 01

1. Select data → Insert → Chart → Bar chart

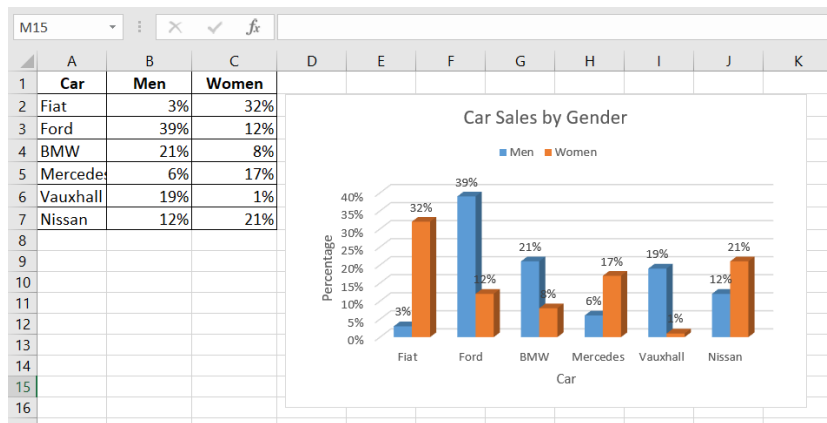2. Click on Title → Type title as "Car Sales by Gender"

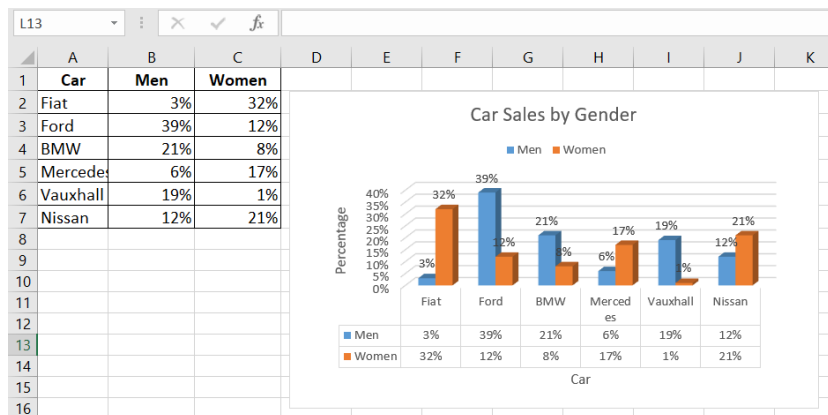
3. Click on the chart → Add chart elements → Axis title

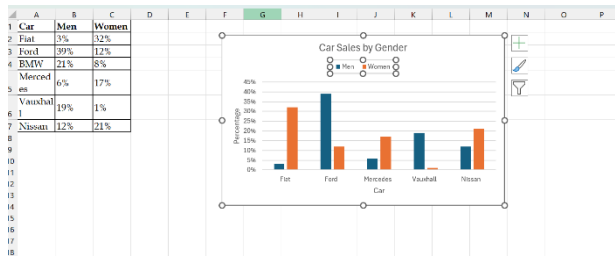4. Click on the chart →Chart design → Add chart elements → Legend → Top option

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

8. Click on the chart → Chart design → Switch row or column

9. Change color

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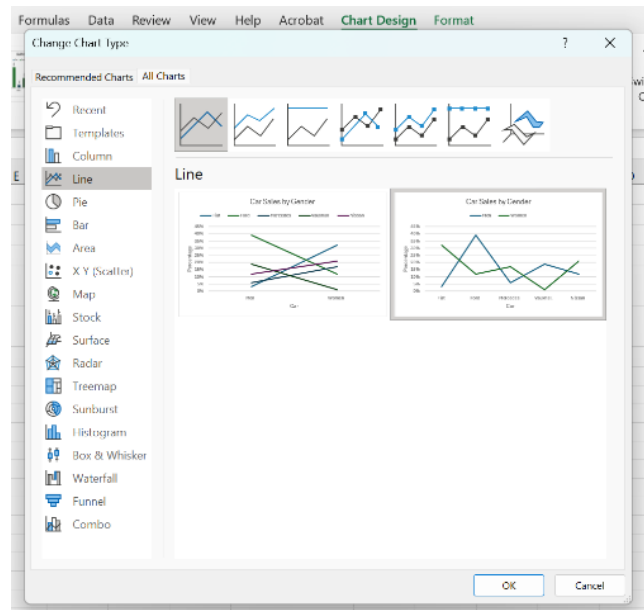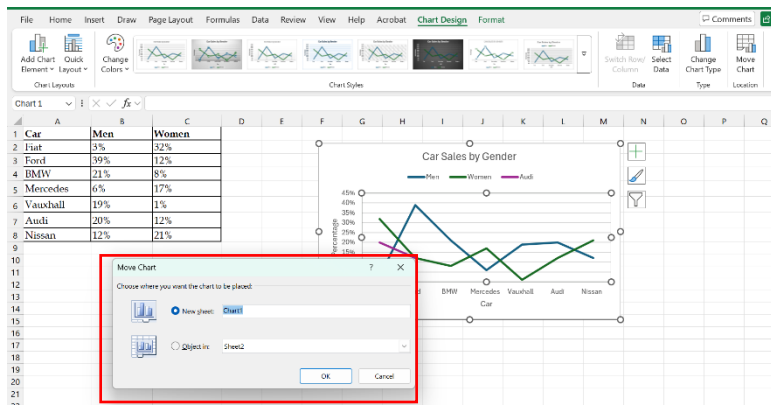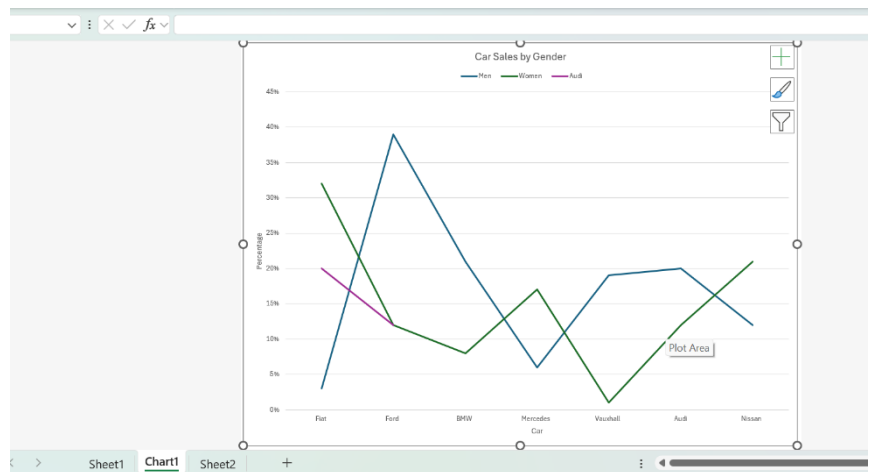

11. Select data → Click on Add option → Add name , value as "Audi, 20%, 12% "
    → Ok
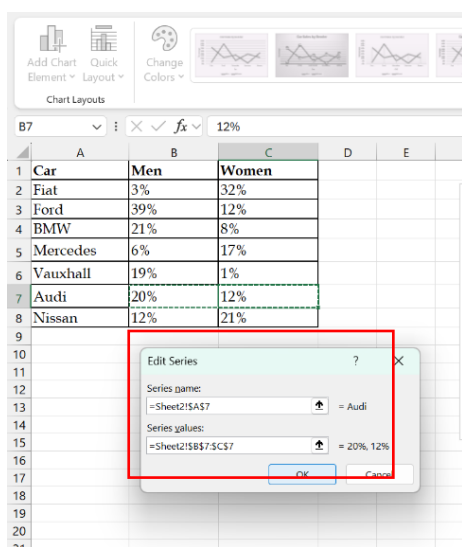
12. Click on the chart → Chart design → Move chart → Choose New sheet as "Chart" → ok

Output→

Task 03

1.

2. Insert → Spark line section → Click line → Set the range → set the path → Ok
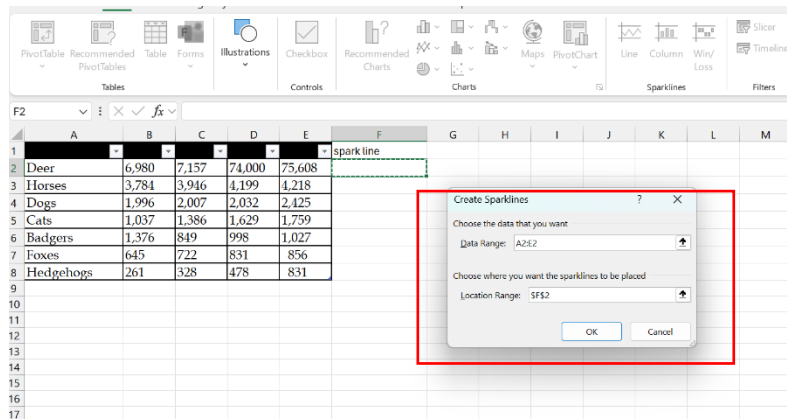
3. Select sparkline column → Sparkline menu → Sparkline color → Choose color as "Block"
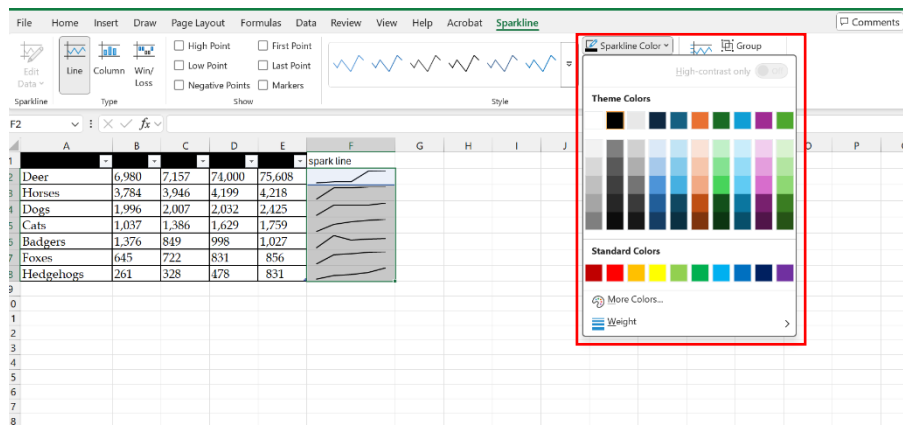
4. Select sparkline column → Show Section → Tick "High point" & "Low point"

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"

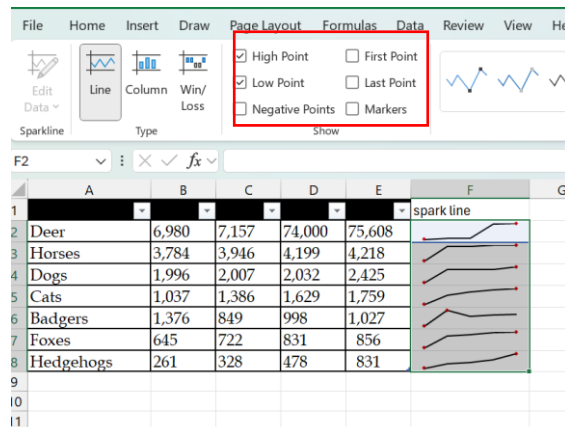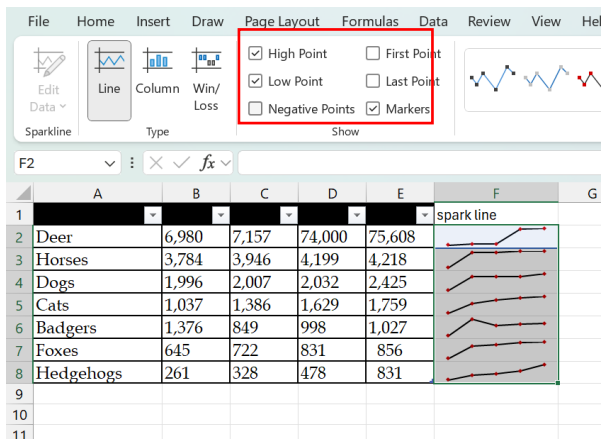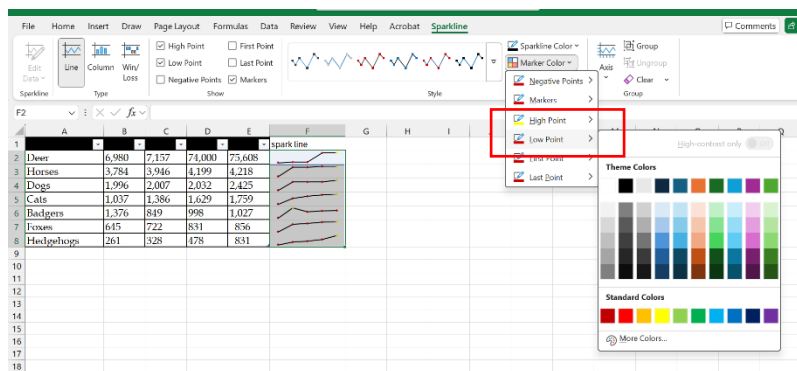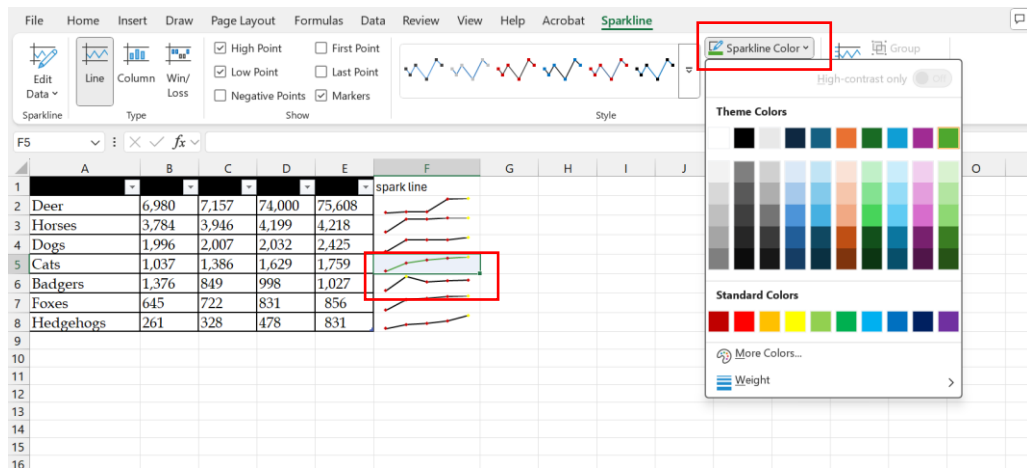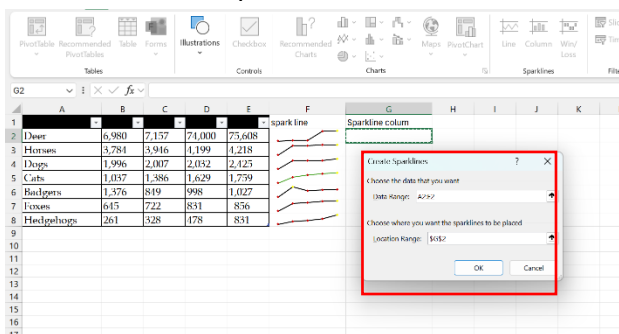7. Select the Animal cat cell of sparkline → Spark line color → Change the color to "Green"

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							

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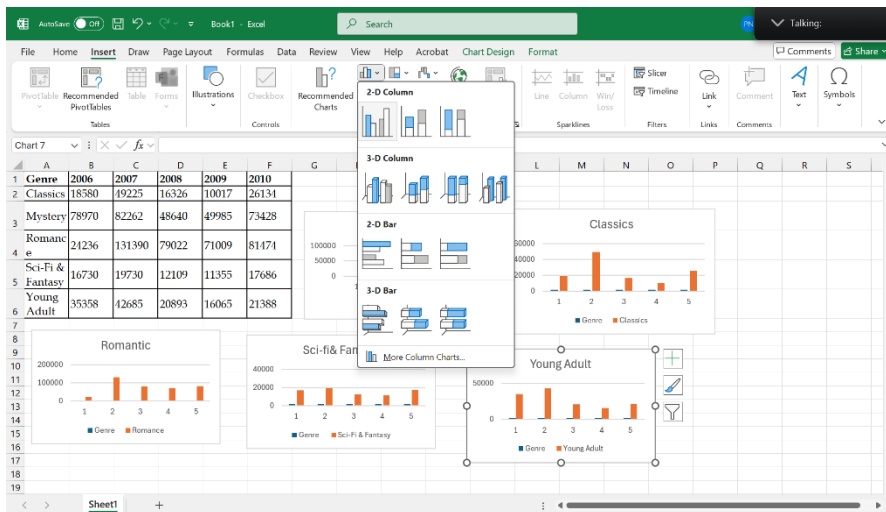
2. Click on Chart → Click "Chart element" → Axis title → Edit as a "Year" and "Quantity"
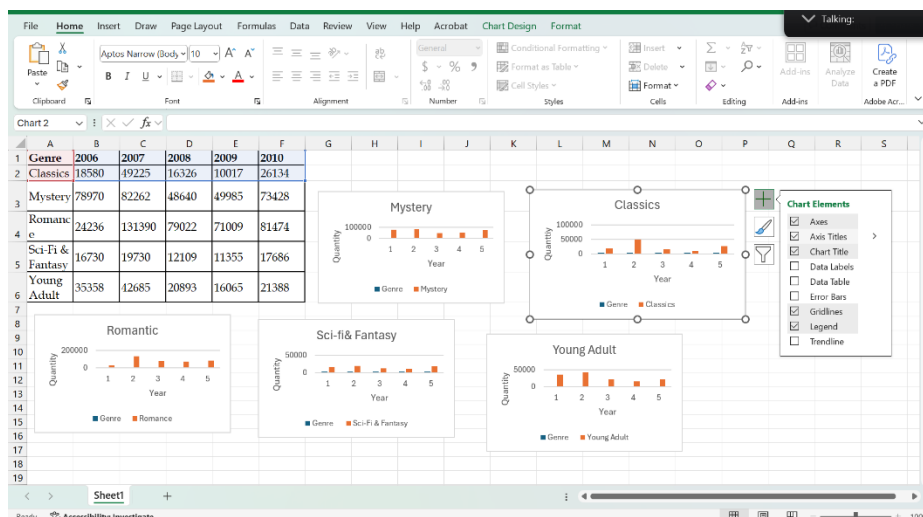
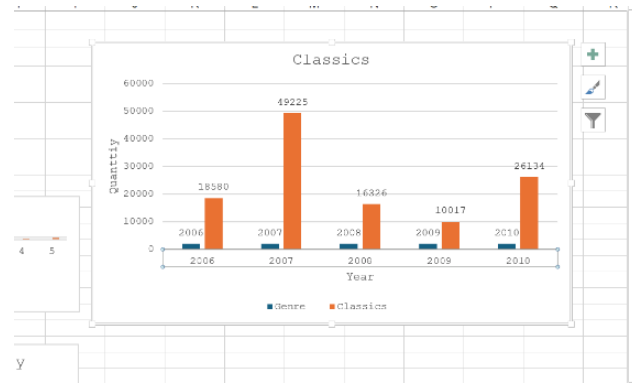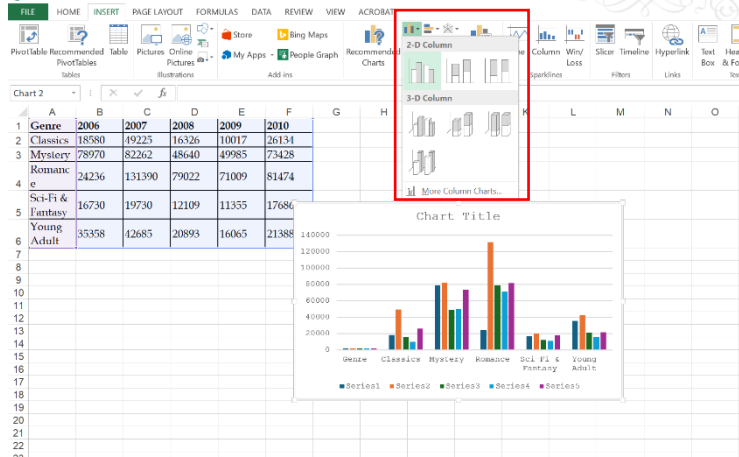

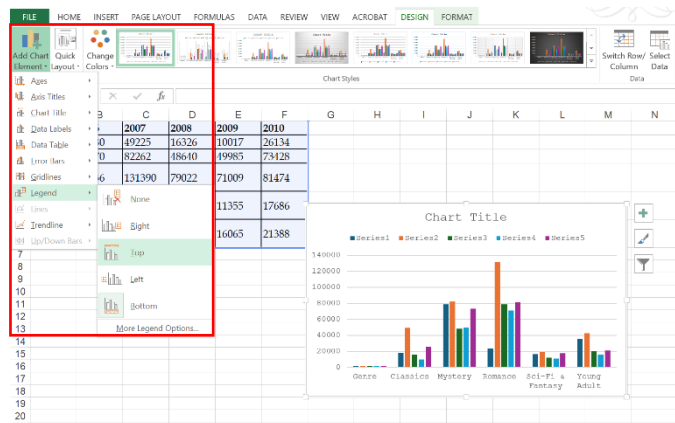3. Click on the chart label → select data → edit → Set the year range → Ok → Ok
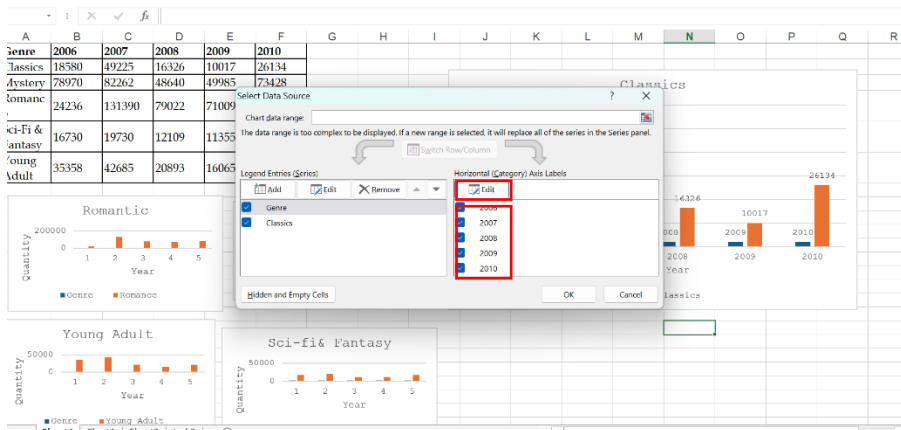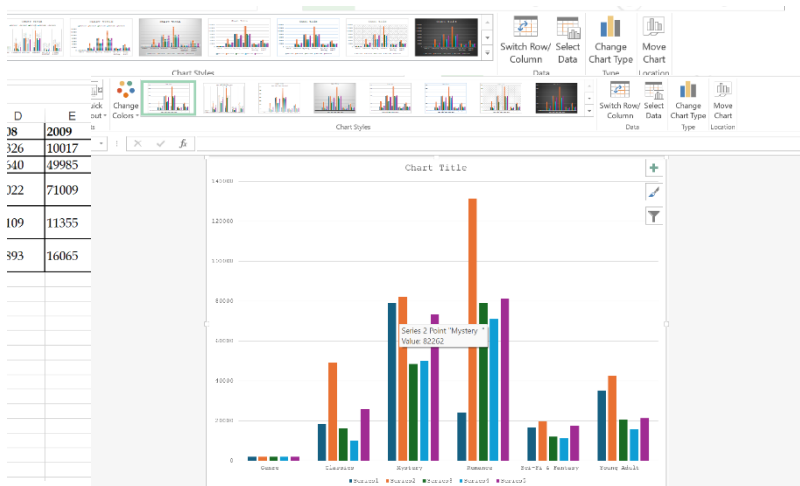
Output →

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

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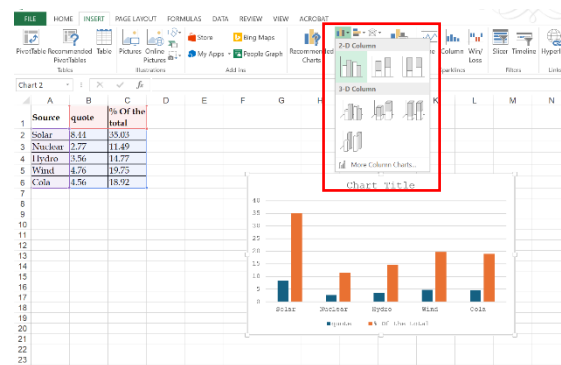

6. Click on the Chart → Chart design → Move chart → Tick New sheet as "Chart" → ok
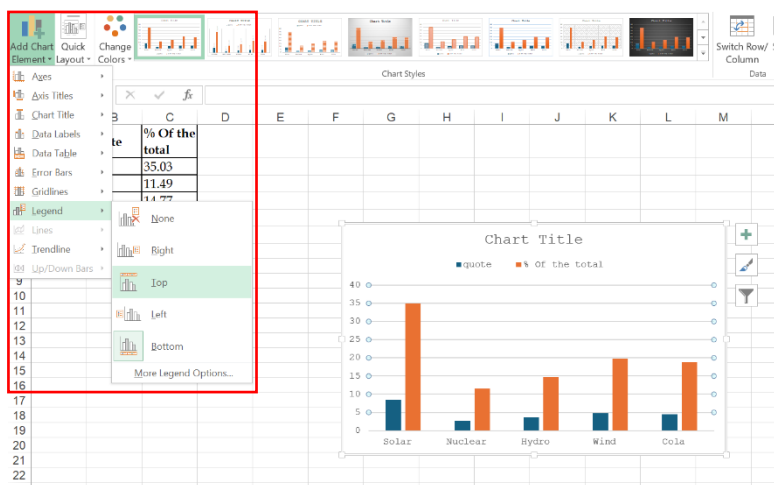
Exercise 02

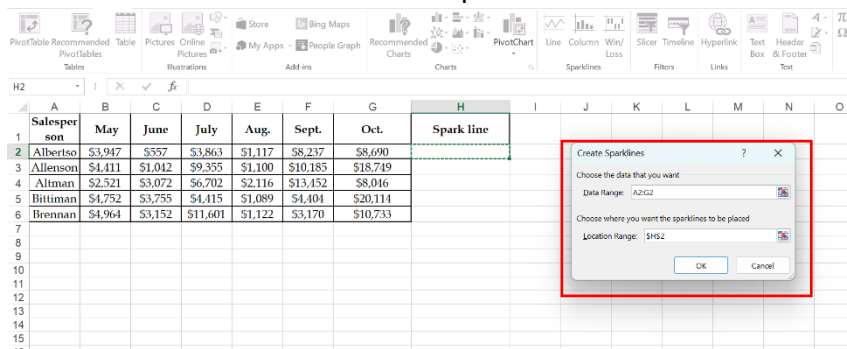1. Select the All data → Insert → Chart → Clustered column chart

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 →

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

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