

25 Point Summative Charting Project: Push-Up Chart

1. Start a new **WORKBOOK**
2. It will have 1 worksheet. **RENAME THAT WORKSHEET PushUps** (shown right)



3. **Save this file now as pushUpCharts, ***PLEASE DO NOT WAIT TO SAVE***. You'll see that title in your workbook's TITLE BAR.**

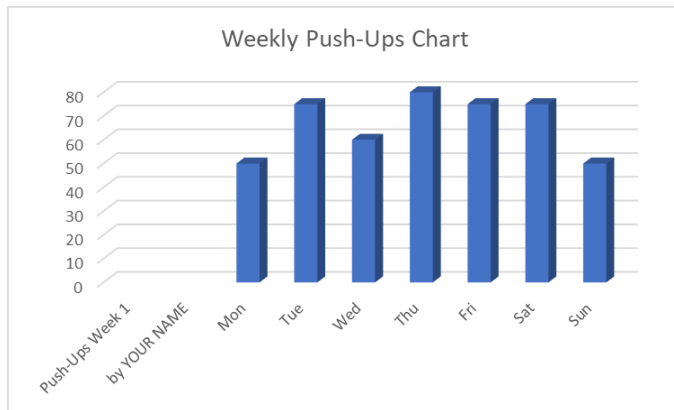
4. Enter the data on the right. **BE CAREFUL TO USE THE SAME CELLS FOR THE SAME INFORMATION**

	A	B	C
1	Push-Ups Week 1		
2	by YOUR NAME		
3	Mon	50	
4	Tue	75	
5	Wed	60	
6	Thu	80	
7	Fri	75	
8	Sat	75	
9	Sun	50	
10			

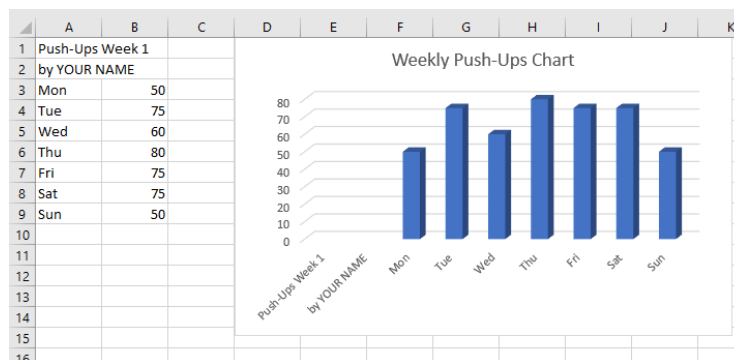
QUICK TIP: You can enter *MON* in cell A3, click on that cell. You will see the *FILL-DOWN* box we have used. YOU CAN USE THIS TO ENTER WEEK DAYS TUE-SUN AMAZINGLY FAST. Try it! You **DO NOT** have to use it. You can manually enter *Tue-Sun* too.

5. Highlight the range A1-B9.
6. Use the **INSERT** ribbon and select **3-D Cluster Column**. We have used that style before.

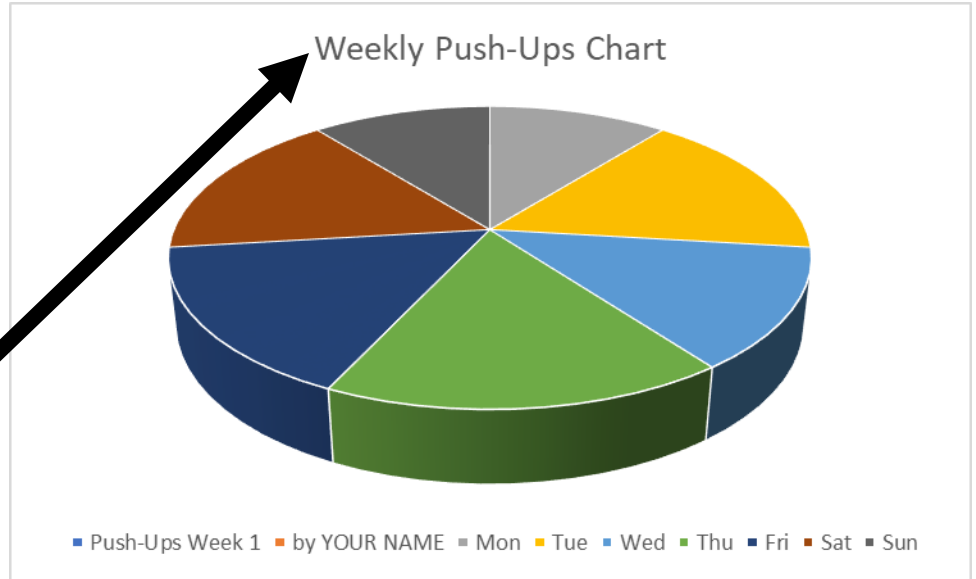
	A	B	C
1	Push-Ups Week 1		
2	by YOUR NAME		
3	Mon	50	
4	Tue	75	
5	Wed	60	
6	Thu	80	
7	Fri	75	
8	Sat	75	
9	Sun	50	
10			



7. **Click on the title (we have done this before) and edit it to say: *Weekly Push-Ups Chart* as shown above.**
8. Move the 3-D Cluster Column chart so that **it's upper left corner is in cell D1.**

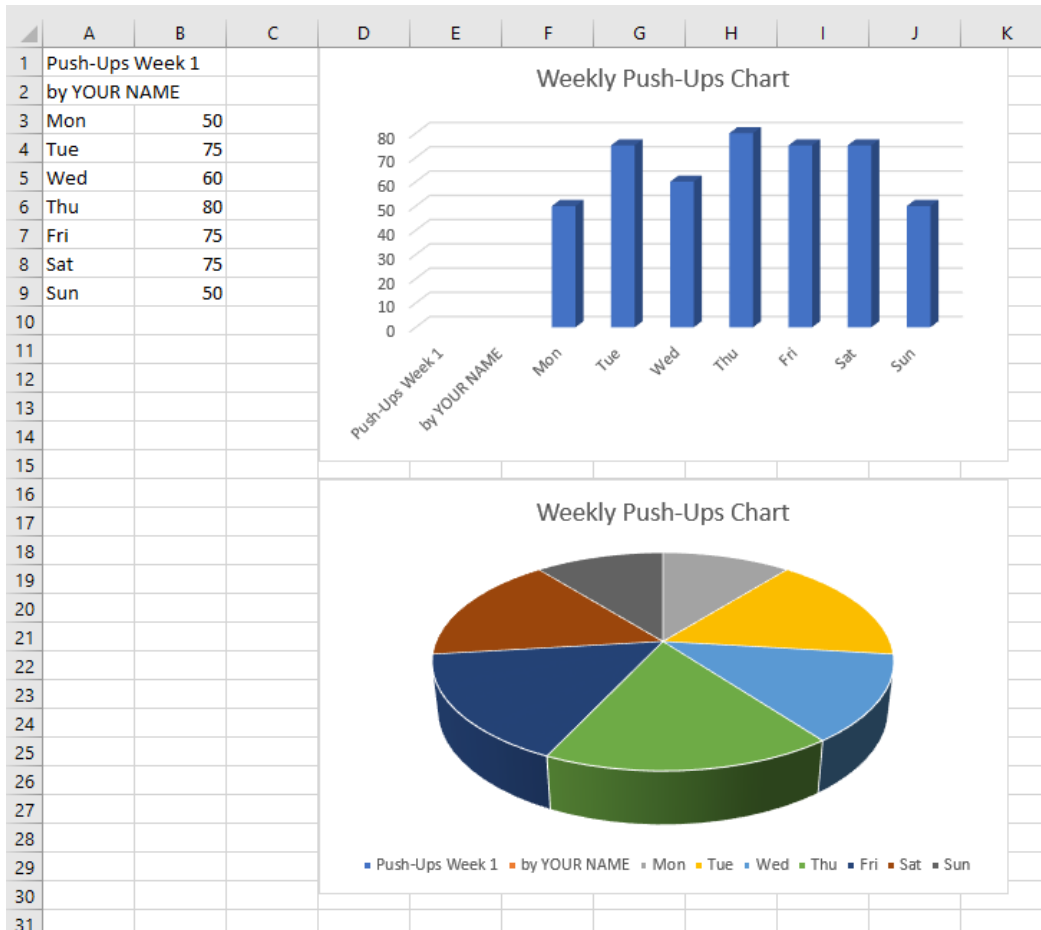


9. HIGHLIGHT THE RANGE A1-B9 AGAIN.
10. This time, use the INSERT RIBBON and select a 3-D Pie Chart. *WE HAVE USED THIS BEFORE.*
11. **Click on the title (we have done this before) and edit it to say: *Weekly Push-Ups Chart.***



12. Move that chart so that it's upper left corner is in cell D16.

To Earn All 25 Points, your Push-Up Chart Project should look like the pic below. The workbook needs to be named *pushUpCharts*, the worksheet PushUps, and all data must be accurate.



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