

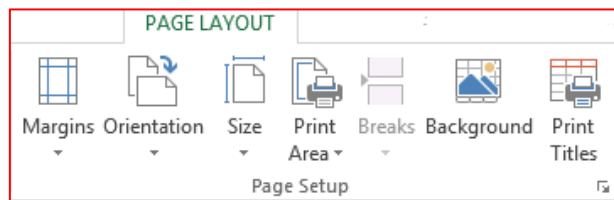
Being a Leader: MS Excel Session 4

Using Charts:

1. Create a Chart by highlighting cells A3 through D15 (don't select totals), then open the **'INSERT'** ribbon. In the **'Charts' group** of the ribbon click on the **'Insert Column Chart'** tool and choose **'2-D Column'**. A column chart will automatically appear. You can move the chart around the sheet by clicking and dragging. Charts exist on-top-of the cell grid and not within a single cell.
2. Resize the chart by clicking and dragging on one of the corner 'handles' of the chart area when the chart has been selected.
3. The data is 'tied' to the chart. By changing a few of the numbers you can see how the chart columns will adjust in real-time.
4. Click on the **'Format'** tab then select parts of the chart to customize like colors, alignment, etc.

Hover on the Page Layout ribbon and find the following:

- **Page Setup Group**
 - **Margins**
 - **Orientation**
 - **Print Area**



Setting the Print Area:

1. Move and resize the chart so that it fits **on top of** the column range of F through L.
2. **Set the Print Area** by selecting cells A1 through L17, then click on the **Page Layout ribbon** and then click the **'Print Area'** tool and choose **'Set Print Area'**.
3. When you want to include objects like charts or pictures in your print area, you must set the print area to include all of the cells **BEHIND** the object.

Page Orientation:

1. **Change the Page Orientation** for printing by clicking on the **Page Layout** tab and from the ribbon click the **'Orientation'** tool and choose **'Landscape'**.
2. The orientation terms come from the world of fine art. **Portrait** orientation is taller than it is wide, like the famous portrait painting: Mona Lisa. And **Landscape** orientation is wider than it is tall, like a beautiful sunset landscape painting.

Save-As and Renaming Your Final Workbook:

1. Save a copy of the current workbook with a different name, by clicking on the 'File' tab and choosing 'Save As'. Change the file name field to "***Final Excel - (your name)***". Save the workbook in the same folder as your original file.
2. The first time you save a workbook or if you are going to rename a 2nd copy of a workbook, you should use the **SAVE AS** option. If you just want to update an existing workbook that you made changes to, then you can use the **SAVE** option and you won't be prompted for the file name. It will just save the file instantly.

NOW RETURN TO SAKAI AND UPLOAD YOUR FINAL WORKBOOK INTO SAKAI