

7 EXCEL LESSON (7) – Picture Graph PETTING ZOO

1. In Cell A1- C1 Merge & Center then type in: **PETTING ZOO**
2. A2 TYPE IN ANIMALS C2 TYPE IN
3. A3 TYPE IN THE ANIMALS LISTED AND THE NUMBER PER ANIMAL TO CELL A8
4. Highlight cells A1 to A8 and Click on all borders – just above the word font.
5. Highlight cells A3 – C8 and go to insert Column chart 3D.
6. Move chart so it is under the spreadsheet data
7. Click on the first column twice so you are only placing a picture in that column
8. Right click with the mouse and at the bottom you will see **format data point** in the pull down window.
9. Click on **Fill** then Picture find file of the animal then click on (**Stack – and Scale with 2**).
10. Repeat this same procedure for all of the animals listed.
11. Go to Page Layout - Page Setup – Header / Footer – Custom Header
12. Left Section Type in your name & Grade
Right Section click on the date (OK) (OK) again
13. Go To page setup again and sheet and click on sheet and then gridlines and row and column headings.
14. **SAVE YOUR LESSION**

