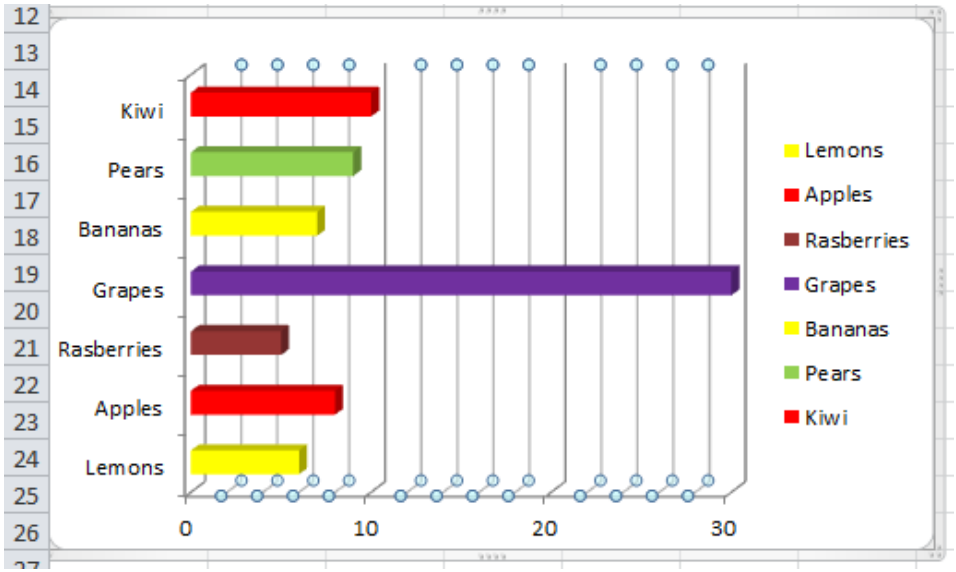
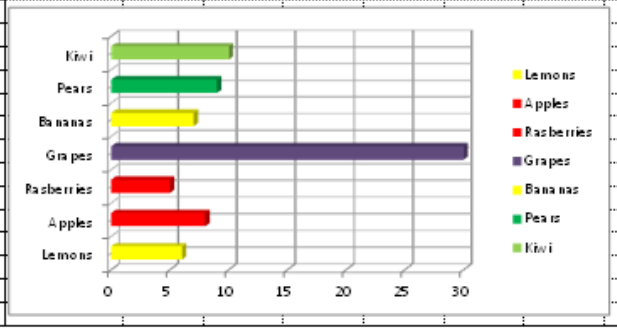
2 Excel Lesson with a Fruit Chart for Office 11 windows and Macs

1. Go to Layout – Choose **Header / FOOTER** – Custom Header.
    a. Left Section Type in your Name & Grade --- Right Section click on the **DATE** two spaces and then **TIME** .
    b. Click on tab SHEETS choose Gridlines and Row and Column Heading. This will allow them to both be printed out example below. You may preview prior to printing out… just click on Preview to make sure everything is correct.
2. Cell A1 click on merge to Cell C1
    a. Type in the name of your Fruit Chart Center to C1.
    b. You will skip row 2
3. Type all the names of the fruit in Column starting with cell A3 and the numbers in Column B3.
4. High light from A3 to B9 Go to Bar charts 3D Charts. Click on the chart and move it to the left after it is created. When you click off the chart it is now called embedded.
5. Double click on the first bar & right click on the mouse. Must double click and this will allow you to only choose this bar.
    a. Click on Fill then automatic. Repeat this method for all the other fruit.
    b. Make the fruit the color relative to the fruit. (Repeat for each Fruit).
6. Save your Lesson in your folder called EXCEL same as you may have done in the past.
7. Print --- COMMAND P



YOUR NAME **DATE**

	A	B	C	D	E	F	G	H
1	Penny's Fruit Chart							
2								
3	Lemons	6						
4	Apples	8						
5	Rasberries	5						
6	Grapes	30						
7	Bananas	7						
8	Pears	9						
9	Kiwi	10