2 Excel Lesson with a Fruit Chart

1. Cell A1 click on merge A to Cell C1.
    a.   Type in the name of your Fruit Chart Center to C2.
2. Place the cursor in Cell A1 Highlight down to Cell C9 Click on the Border box and place border lines in those cells
3.   Place the first fruit in Column A3 and the number in Column B3. Repeat same for all other Fruit.
4.   High light from A3 to B9 Go to Insert Bar Chart 3D look for columns and small arrow to the right click on that small arrow and then choose 3D on first icon second row.
5.   Click on the first bar & right click on the mouse twice so the first column is the only one highlighted with handles.
    a. Right click and choose fill and color it. Make them the color relative to the type of fruit it is and repeat for other columns each column should have a different color.
    b. Click on a category and at on the home table change to a darker black font size 10
    c. Click on the vertical values and change to Bold 10 size font.
    d. Click on the horizontal and a table will appear on the right Major Gridlines Options change color to black
    e. Click on title and change title to YOUR NAME FRUIT CHART
    f. Click on the chart and when the handles appear slide the chart just below the spreadsheet with the information and place it on Row 12 This is called embedding your chart.

6. Go to Page Layout - Page Setup – TAB Header / FOOTER – Custom Header.
    a. Left Section Type in your name & Grade Right Section click on the date THEN (OK)
    b. Click on tab SHEET. Under the word Print check off Gridlines and then Row and column headings. 6. Save your Lesson in a folder called EXCEL same as before.
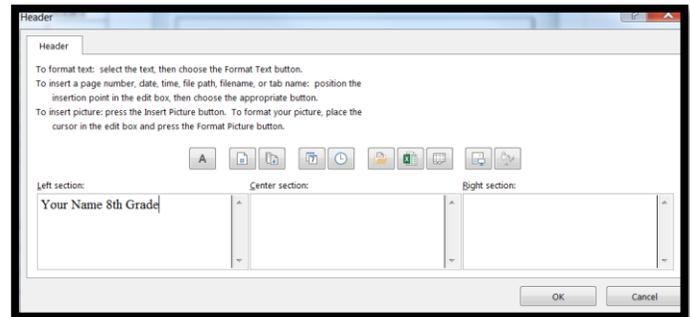
	A	B	C	D	E	F
1	YOUR NAME FRUIT CHART					
2						
3	Lemmons	6				
4	Apples	8				
5	Rasberries	5				
6	Grapes	30				
7	Bananas	7				
8	Pears	9				
9	Kiwi	10				