MET 107
Introduction to Chart Creation in Excel

Using the Microsoft Help button, key in the word “chart” (no “ “) in the Search region. You should have the following dialog box displayed:

1. Select on “How to create a basic chart in Excel 2010”

The following should be displayed:
Select Start this course Note: It appears you might have to do this 3 times to get it to actually start in the labs.
Mute the sound and turn on the text (CC button) otherwise nobody will be able to concentrate near you.

After watching the demo, select on the Next button (lower right corner under the video window). When you get to Page 9, select on the Practice in Excel 2010 button.

Work through Exercises 1 through 4.

After completing Exercise 4 under Create a basic chart, make sure the chart is selected and select File – Print – Page Setup. Select on the Header/Footer tab and the Custom Header button. Define a custom header in the Right Section that has Your Name, MET 107, Section X and the Date.
Print the Chart.

It should appear (but in monochrome) as shown to the below.

![Chart Image]

Note: Do not use a dark color for a background on any chart unless you are printing on a color printer!!! Do Exercise 5 and 6. Skip over Step 7 in Exercise 6; we want to keep the chart as a line chart. Print the Chart as before.

![Chart Image]
Do Exercise 7, 8, 9 and 10. The result should be similar to the following. Print the Chart as before.

![Northwind Traders Tea Chart](image)

Do Exercise 11. The result should be similar to the following. Print the Chart as before.

![Lunch Sales Pie Chart](image)

Continue with the Test yourself section (not necessary to print it out).

You have four documents to submit at this point. Three bar charts and one pie chart.