

Self-Check Exercise

1. Open A:\Self 4 and make sure the Rentals sheet tab is selected.
2. Select cells A3..D8, and use the Chart Expert to create a two-dimensional bar chart, using a color scheme of your choice.
3. Give the chart the title **Colossal Video Rentals**.
4. Give the x-axis the title **Categories**.
5. Give the y-axis the title **Number Rented**.
6. Create the chart on the notebook sheet.
7. Change the chart type to a line or area chart.
8. Change the chart type back to a two-dimensional bar chart.
9. Move the legend up so that it appears closer to the title.
10. Change the legend's font size and color.
11. Surround the legend with a box style of your choice.
12. Add text that reads **Our top sellers!** to the bottom right corner of the chart. Change the font to make it readable. (For example, change it to 20 points, bold.)
13. Select the title and change the font size so that the text is italicized with a font size two sizes larger.

Hint: If a font two sizes larger isn't available in the list, type in the desired number.
14. Change the legend to read **Friday** instead of **Fri**.
15. Remove the Saturday data series from the chart.
16. Print preview the chart.
17. Return the Saturday data series to the chart, and then return the legend series to the original block.
18. Delete the text box below **Categories**.