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| 4. | From the Insert menu, choose Chart | <i>The Chart Expert - Step 1 of 5 pane appears.</i> |
| 5. | Examine the Chart data text box | <i>The data cells are identified as cells A4..C7 in the BOOKS sheet. A sample chart is shown based on this information.</i> |
| 6. | Choose Tip | <i>The sample chart is replaced with information on the current Chart Expert step.</i> |
| 7. | Choose Tip | <i>The tip information disappears and the sample chart reappears.</i> |
| 8. | Choose Next | <i>The Chart Expert - Step 2 of 5 pane appears. The sample chart displays the data in what Quattro Pro has determined to be the optimal chart type, which is a bar chart.</i> |
| 9. | In the <i>Choose a general chart type</i> area, click Line or Area | <i>The sample chart displays the data as a line chart.</i> |
| 10. | In the <i>Choose a general chart type</i> area, click Expert's Choice | <i>The sample chart displays the data in what Quattro Pro has determined to be the optimal chart type and style, which is a 3-D bar chart.</i> |
| 11. | Choose Next | <i>The Chart Expert - Step 3 of 5 pane appears.</i> |
| 12. | In the <i>Choose a specific chart type</i> area, in the Regular area, click the leftmost icon | <i>The specific chart type is selected and the sample chart area reflects the change.</i> |
| 13. | Choose Next | <i>The Chart Expert - Step 4 of 5 pane appears.</i> |
| 14. | From the <i>Choose a color scheme</i> list, select Color Patterns | <i>The color scheme is applied to the sample chart.</i> |
| 15. | Choose Next | <i>The Chart Expert - Step 5 of 5 pane appears.</i> |
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