EXCEL PRACTICE #7: Best Selling Albums
Charts: Column Chart
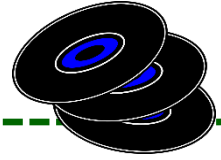
New Skills:

- Insert a Column Chart
- Format Columns
- Format Number in Comma Style
- Add Vertical Axis

1. Open your Excel Practice workbook.
2. Rename Sheet 7 **Albums.** Give the tab a different color.
3. Right align Column B (Click on B>Home>Alignment>Right)
4. Select B5:B14 and format as **Comma Style.** (Home>Number>Comma Style)
   a. Decrease the decimal by 2
5. Select A4:B14
6. Insert a 2-D, Clustered Column chart (Insert>Charts>Column Chart>2D Column Clustered Column)
7. Position the chart under the data
8. Resize the chart so the titles of the albums are not angled
9. Add a title **Top Selling Albums of 2019**
   a. Change the font to Georgia, 16 pt
10. Change the color of the columns (Click a column>Chart Tools>Format>Shape Styles>Fill Color)
11. Format column outline with a color and weight of 2 ¼ (Click a column>Chart Tools>Format>Shape Styles>Outline)
12. Change the color of the gridlines (Select a gridline>Format>Shape Styles>Outline)
13. Add a **Vertical Axis Title** (Select the chart>Chart Tools>Chart Design>Chart Layouts>Add Chart Element>Axis Title>Vertical)
14. Explore the preset **Chart Styles.** (Chart Tools>Design>Chart Styles)
15. Save