

EXCEL #9: Parking Lot Creating Charts in Excel



1. Divide into groups of 2.
 - a. You are responsible for collecting 2 types of data, make of a car and the color. Each is independent of each other.
2. Open your Charts workbook.
3. Insert a new tab and rename **Parking Lot**. Give the tab a different color.
4. Insert a header with the title **Parking Lot**.
5. Enter data into a spreadsheet.

	A	B	C	D	E	F
1	Name					
2	Miamisburg Middle School Parking Lot					
3	Date					
4						
5	<u>Make</u>	<u>#</u>	<u>%</u>	<u>Color</u>	<u>#</u>	<u>%</u>

6. Calculate the total number of cars.
 - a. Skip a row after your last car and color and type “Total”
 - b. Use the SUM function to calculate the total number of cars.
7. Calculate the percentage of each make and color.
 - a. Change the number format to Percentage and display one (1) decimal point.
 - b. Small number divided by the big number (Total). Use absolute cell reference for Total. (\$)
8. Sort the data of the **make of car** so the number of cars are listed from largest to smallest.
9. Create a sub table for the make of cars (this is a smaller representation of the data).
 - a. Copy and paste the top 5 makes, number and percentage.
 - b. Create an “Other” category and use the SUM function to add the remaining cars.
 - c. Use the total number of cars to calculate the percentage of the Other category.
10. Create a pie chart that displays the percentage of each make of car using your sub table.
 - a. Insert a title.
 - b. Format Data Labels to Percentage, not value (Chart Tools>Design>Chart Layout>Add Chart Element>Data Labels>More Data Labels Options)
 - c. Format the pie pieces with different colors.
11. Create a column chart that displays the color. Only select the Color and the # for your data.
 - a. In the Chart Tools>Design>Chart Layout>Add Chart Element group, do the following:
 - i. Insert a title “Color of Cars”
 - ii. Add a vertical axis “Number of Cars”.
 - b. Format each bar as the color of the car. (Select bar>Home>Font>Fill Color)
 - c. BONUS: Change the fill color of the chart
12. Insert and format a relevant Clip Art

Mr. Kurtz's Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Mr. Kurtz														
2	Miamisburg Middle School Parking Lot														
3	Monday, October 17, 2016														
4															
5	Make	#	%		Color	#	%								
6	Chevy	14	16.7%		Gray	13	15.5%								
7	Honda	12	14.3%		Blue	11	13.1%								
8	Toyota	10	11.9%		Green	7	8.3%								
9	Ford	9	10.7%		Red	9	10.7%								
10	GMC	7	8.3%		Black	16	19.0%								
11	Nissan	5	6.0%		Silver	12	14.3%								
12	Dodge	4	4.8%		Tan	6	7.1%								
13	Jeep	4	4.8%		White	10	11.9%								
14	Mazda	4	4.8%												
15	Hyundai	4	4.8%		Total	84									
16	Buick	3	3.6%												
17	Pontiac	2	2.4%												
18	Audi	2	2.4%												
19	Acura	1	1.2%												
20	Lexus	1	1.2%												
21	Saturn	1	1.2%												
22	Mercedes	1	1.2%												
23															
24	Total	84													
25															
26															
27	Make	#	%												
28	Chevy	14	16.7%												
29	Honda	12	14.3%												
30	Toyota	10	11.9%												
31	Ford	9	10.7%												
32	GMC	7	8.3%												
33	Other	32	38.1%												
34															
35															
36															
37															
38															

