

6 Sheets Chart Instructions

After completing your 6 sheets we will use the data to begin to understand charting data and creating charts using Google Sheets. **15 Points**

Sheet 1 - Sales Rep Totals

1. Choose the range E2:E8
2. Hold the control key down then select the range A2:A8
3. Click → Insert → Chart, the chart will appear on top of the data
4. Click on customize in the chart editor
5. Choose Chart & Axis Title - Edit the title so it reads "Sales Rep Totals"
6. Click on the three dots located in the upper right corner of the chart(click on the chart to make the dots visible) → choose "Move to own sheet"
7. The chart then creates a new tab, rename the tab to "Sales Chart"

Sheet 2 Produce Sales

1. Choose the range B2:E8
2. Hold the control key down then select the range A2:A8
3. Click → Insert → Chart, the chart will appear on top of the data. Make sure it is a **stacked column chart**. You find this in the chart type section in the chart editor.
4. Click on customize in the chart editor
5. Choose Chart & Axis Title - Edit the title so it reads "Fruit Sales for January, February, March, and April"
6. Click on the three dots located in the upper right corner of the chart(click on the chart to make the dots visible) → choose "Move to own sheet"
7. The chart then creates a new tab, rename the tab to "Fruit Chart"

Sheet 3 Mike's Stationery

1. Choose the range A2:A11
2. Hold the control key down then select the range D2:D11
3. Click → Insert → Chart, the chart will appear on top of the data. Make sure it is a **column chart**. You find this in the chart type section in the chart editor.
4. Click on customize in the chart editor
5. Choose Chart & Axis Title - Edit the title so it reads "Sales Total by Item"

6. Change the series color in the editor to something **not blue**.
7. Click on the three dots located in the upper right corner of the chart(click on the chart to make the dots visible) → choose “Move to own sheet”
8. The chart then creates a new tab, rename the tab to “Stationary Chart”

Simple Interest Chart Setup

Simple Interest Using Sheets Too Easy				
	Principal	Rate	Time (in Years)	Interest (the Answer)
Question 1	\$7,500.00	2.0%	4.0	
Question 2	\$26,700.00	2.0%	4.5	
Question 3	\$7,600.00	4.0%	3.0	
Question 4	\$1,650.00	5.0%	10.0	
Question 5	\$36,700.00	5.0%	4.0	
Question 6	\$3,120.00	10.0%	3.0	
Question 7	\$4,700.00	3.5%	1.5	
Question 8	\$17,600.00	6.5%	6.0	
Question 9	\$1,500.00	4.0%	6.0	
Question 10	\$3,000.00	5.0%	1.5	