

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
Accounting & MIS Department

MIS105- Introduction to Computer Applications

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Lab Practice – Week#5

Creating Charts (Charting Sales Information for Cast Iron Concepts)
Tutorial 4 (EX4.01)

Instructions:

1. You need a blank floppy disk, with your ID & Section Number written on it, to do this practice.
2. All students are expected to do the following problem on their own.
3. At the end of the practice, instructor will come to your desk and evaluate you on the basis of the work done.

Problem Statement (pgEX4.01)

Company Introduction

Cast Iron Concepts (CIC), a distributor of cast iron stoves.

Problem Statement

Andera Puest, the regional sales manager of CIC is required to present information concerning sales of the company's product within her territory.

Sheet Data Details

Andera sells in the New England region, which currently includes Massachusetts, Maine, and Vermont. She sells four major models – Start Windsor, Box Windsor, West Windsor, and Circle Windsor. ~~The Circle Windsor is CIC's latest entry in the cast iron stove market. Due to the production problem~~

Chart Specifications

Andrea will make a presentation before the director of sales for CIC and the other regional managers next week when the entire group meets at corporate headquarters. Andrea gives you the basic data on sales in her territory for the past year. She must report on both total regional sales and total state sales for each model in her territory. She knows that this type of information is often understood best when it is presented in graphical form. So she thinks she would like to show this information in a column chart as well as in a pie chart.

Chart#1: Andrea wants to compare sales for each model in each state in which she sells. (pg EX4.05)

Chart#2: She also needs to show sales of each stove model as a percentage of total sales.

Note: Spreadsheet data is given to you in the file CastIronConcepts.xls

Chart Creation Steps

Step I. Planning the chart: (pgEX4.05)

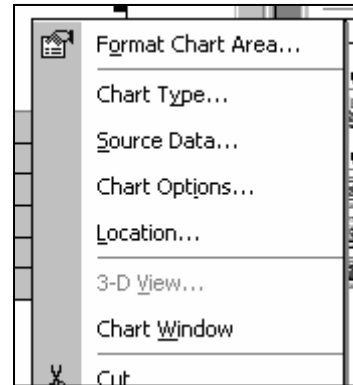
It includes the following:

1. Identifying the data points to be plotted, as well as the labels representing each data series and categories for the X-axis.
2. Choosing an appropriate chart type.
3. Sketching the chart, including data markers, axes, titles, labels, and legend.
4. Deciding on the location of the chart within the workbook.

Step II. Creating the Chart in a Spreadsheet Application (Microsoft Excel):

Chart Wizard let us create charts in four major steps.

1. Selecting the chart type/ subtype.
2. Selecting the chart source data (series/ category labels).
3. Placing chart title, axes titles and other illustrating things on the chart.
4. Selecting a suitable location for the completed chart (on a separate sheet/ embedded into the same sheet).



Hints:

Selecting Chart source data:

- i. Selecting adjacent ranges
- ii. Selecting non-adjacent ranges.

Step III: Modifying the Chart

The above mentioned steps could be recalled even after a chart is finished (Right clicking on the chart)

Moreover, the following things could also be altered.

Moving/ Resizing the chart (possible with embedded charts only).

Deleting a Data Series:

- Select a data marker included in the desired series.
- Press Delete.

Editing Chart Text(s):

1. Click on titles.
2. Edit the text as you want.

3. Goto Format | Selected Chart Title..

Data Series Format (as a whole).

1. Single click on any data marker of the required series.
2. Select Format | Selected Data Series.

Data Point Format (a single data point).

1. After selecting the involved data series, click on the desired data point again.
2. Select Format | Selected data point.

Chart Axes Settings (X and Y axes)

1. Single click on any data axis line (X or Y).
2. Select Format | Selected Axis.

The following properties could be altered.

- a) Patterns
- b) Scaling
- c) Font
- d) Number
- e) Alignment

Plot Area Format

Change of Patterns/ Colors (plot area background).

Grid Line Format

- 1) Select any grid line.
- 2) Select Format | Selected Grid Line.

Chart Area Format

- 3) Click outside the plot area.
- 4) Select Format | Chart Area.

