**Create a Column Chart**

**Directions:Follow the instructions to create the chart. The underlined information contains instructions on how to do the specific steps you might not know how to do.**

1. Type in information below starting in cell A1.

|  |  |  |
| --- | --- | --- |
| Month | Defects in Assembly | Defects in Test |
| Jan | 245 | 115 |
| Feb | 312 | 210 |
| Mar | 578 | 312 |
| Apr | 489 | 225 |
| May | 355 | 178 |
| Jun | 289 | 190 |
| Jul | 150 | 170 |
| Aug | 356 | 288 |
| Sep | 450 | 120 |
| Oct | 275 | 178 |
| Nov | 390 | 298 |
| Dec | 253 | 117 |

1. Use the all border function to add borders around every cell. Thick box border the outside.
2. Bold “Month”, “Defects in Assembly”, and “Defects in Test”. Make the background of those subtitles a shade of gray.
3. Bold the months (Jan-Dec).
4. Create a **column** chart comparing the defects found in the Assembly department with those found in the Testing department. Highlight your table and go to the insert tab and select column- pick whichever column chart you want.
5. Move the column chart to Sheet 2. Copy paste the table to Sheet 2 or right click the chart, select move chart to Sheet 2.
6. Put a **title** (2014 defects) on your chart. Label the **X** (Month) **& Y axis** (Defects) and include a **legend** (should automatically be included). Click on your chart, go to the layout tab and select chart title/axis title.
7. Change the title of Sheet 1 to “Table”. Right click where it says Sheet1 at the bottom left of the window and select rename.
8. Change the title of Sheet 2 to “Chart”. Right click where it says Sheet2 at the bottom left of the window and select rename.
9. Save as “Chart” to your H drive.