

# TECHNOConsultant

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## For Microsoft Office XP or 2003 Student Workbook



**TECHNO**eBooks

Project-based Computer Curriculum eBooks

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# SESSION 2

## GRAPH SALES INFORMATION

As a consultant it is essential that you familiarize yourself with the current financial situation of the company. It is impossible to make recommendations or pose solutions if you are unaware of where the business is “right now”. For this reason you analyze each product line to determine which are making the most and least amount of money. This information will be used later to establish which items may need to be promoted more in sales events or pushed more by sales staff to customers. You also analyze the period of time when earnings are the highest and lowest. This information will be used later to determine when sales events should be offered to boost revenue.

- ◆ ASSIGNMENT 7 CHART OF PRODUCT LINE SALES
- ◆ ASSIGNMENT 8 THE CHART TOOLBAR
- ◆ ASSIGNMENT 9 CHART OF QUARTERLY EARNINGS
- ◆ ASSIGNMENT 10 FORMAT THE QUARTERLY EARNINGS CHART
- ◆ ASSIGNMENT 11 PREPARE PROPOSAL IN MICROSOFT WORD

## Assignment 7 CHART OF PRODUCT LINE SALES

In this assignment, students assess the current financial situation of the TechnoFurniture Company. They are in search of the following answers:

- Which product lines are earning the most money?
- Which product lines are generating the least revenue?

The analysis begins with product line sales being graphed into a column chart using the Chart Wizard. A column chart is a great way to compare information. Bars are used to illustrate values - The taller the bar the higher the value, the shorter the bar the lower the value. Once created, the graph will answer questions about product lines visually, making it easy to get a clear picture of what is *really* going on at the TechnoFurniture Company regarding sales.

### Open Microsoft Excel

- ☞ From the START menu select *All Programs – Microsoft Excel*.
- The program window opens.

### Open the "TechnoFurniture Company" Workbook

- ☞ Click on the *Open* tool located on the Standard toolbar.
- ☞ Click the drop down arrow beside the *Look in:* box and go to the location of the saved *TechnoFurniture Company* workbook.
- ☞ Double click on the *TechnoFurniture Company* file.
- The workbook is now displayed in the window.



### Activate the Sales History Worksheet

- ☞ Click the *Sales History* sheet tab.

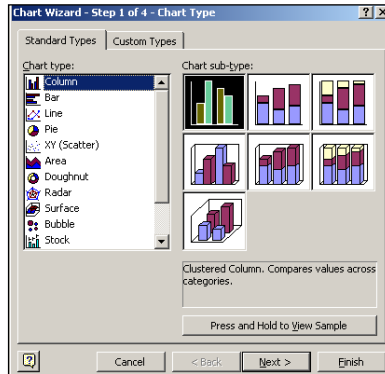
### Create a Chart of Product Line Earnings

#### Select the Cell Range

- ☞ Select cell **A2**, which reads *Product Lines*.
- ☞ Drag the mouse downwards to cell **A18**, thus selecting all the cells that contain the product line labels.
- ☞ Hold down the CTRL key.
- ☞ Select cell **F2**, which reads *Total Earnings by Product Line*.
- ☞ Drag the mouse downwards to cell **F18**, thus selecting all the cells that contain the product line yearly sales information.

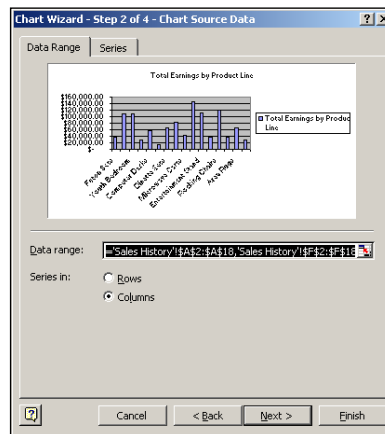
Activate the Chart Wizard and Select Graph Type

- ☞ Click the *Chart Wizard* tool located on the Standard toolbar.
- ☞ Select the *Clustered Column* graph.
- ☞ Click *Next*.



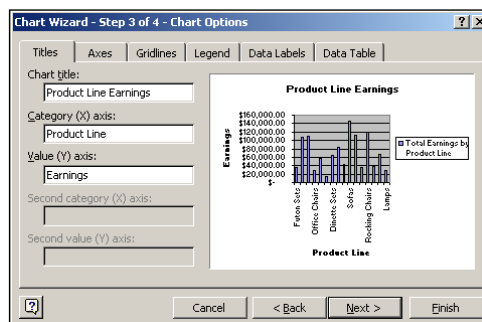
Select the Chart Source Data

- The information about what data is to be graphed has already been selected.
- ☞ Click *Next*.



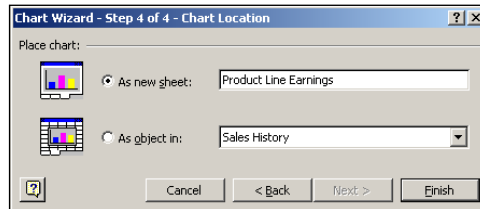
Enter in Chart Options

- ☞ Type **Product Line Earnings** in the *Chart title* box.
- ☞ Type **Product Line** in the Category (X) axis box.
- ☞ Type **Earnings** in the Category (Y) axis box.
- ☞ Click *Next*.

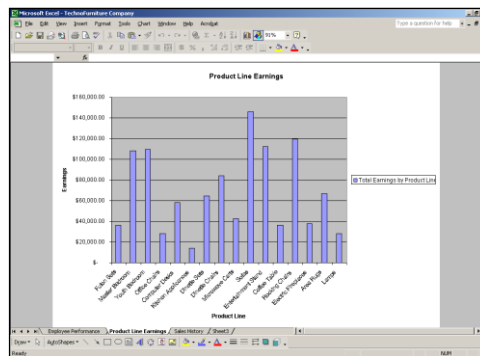


### Select the Chart Source Data

- ☞ Click inside the radio button *As new sheet*.
- ☞ Type **Product Line Earnings** in the box beside the *As new sheet* option.
- ☞ Click Finish.



- The chart appears on a separate worksheet in the workbook.



### Analyze the Data

Which product lines are earning the most money?

---



---

Which product lines are generating the least revenue?

---



---

### Save the Workbook

- ☞ From the File menu, select *Save*.

### Close Microsoft Excel

- ☞ From the File menu select *Exit*.

---

NAME

DATE

### Close

Students should close any open programs or windows at the end of the session. Depending on the computer lab procedures, teachers may want students to either shut down the computer or log off the network at this time. If logging off the network, select **START – Log Off *username*** and click **Yes**.

## Assignment 8 THE CHART TOOLBAR

In this assignment, students experiment with the tools on the *chart toolbar* to make the product line graph look more appealing.

### Open Microsoft Excel

- ☞ From the START menu select *All Programs – Microsoft Excel*.

### Open the "TechnoFurniture Company" Workbook

- ☞ Click on the *Open* tool located on the Standard toolbar.
- ☞ Click the drop down arrow beside the *Look in:* box and go to the location of the saved *TechnoFurniture Company* workbook.
- ☞ Double click on the *TechnoFurniture Company* file.



### Activate the Product Line Earnings Worksheet

- ☞ Click the Product Line Earnings sheet tab.

### Activate the Chart Toolbar

- ☞ Right click on the Formatting toolbar.
- ☞ From the list of displayed toolbars click on *Chart*.

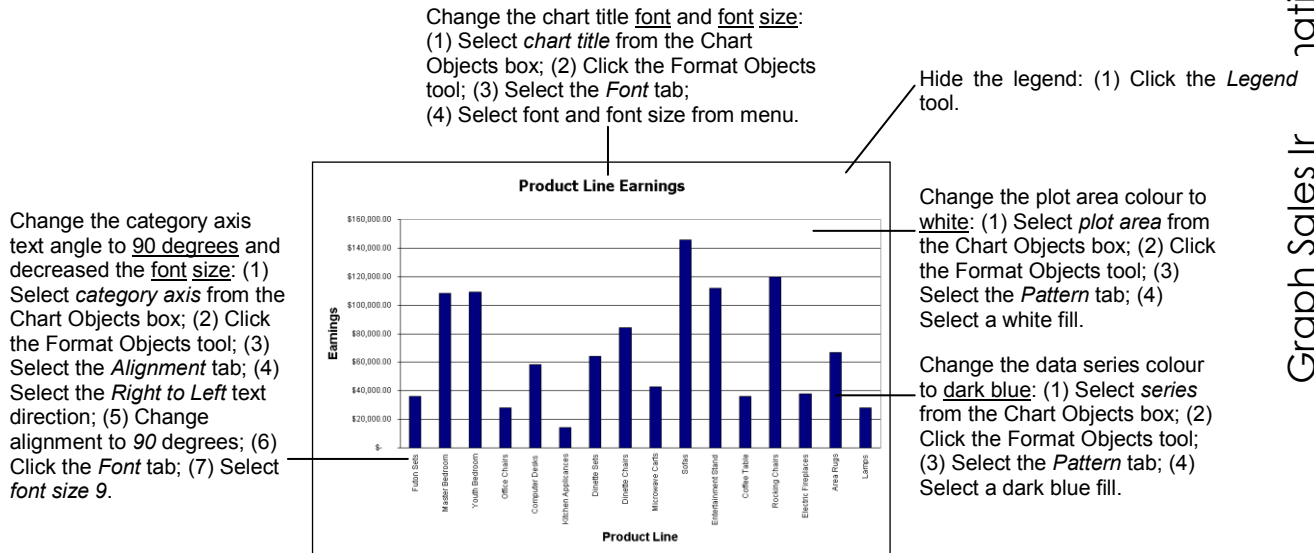
### The Chart Toolbar

What is the function of each tool on the *chart toolbar*? Find out by clicking on each tool and observing the result. Record the findings in the space below.

Icon	Tool Name	Function
	Chart Objects	
	Format Object	
	Chart Type	
	Legend	
	Data Table	
	By Row	
	By Column	
	Angle Clockwise	
	Angle Counter Clockwise	

## Make the Chart Attractive

- ☞ Apply knowledge of the Chart Toolbar to make the graph attractive. **Do not change the chart type – keep it a column chart.**
- For example:



## Save the Workbook

- ☞ From the File menu, select *Save*.

## Close Microsoft Excel

- ☞ From the File menu select *Exit*.

## Close

Students should close any open programs or windows at the end of the session. Depending on the computer lab procedures, teachers may want students to either shut down the computer or log off the network at this time. If logging off the network, select **START – Log Off *username*** and click *Yes*.

## Assignment 9 CHART OF QUARTERLY EARNINGS

In this assignment, students continue to assess the current financial situation of the TechnoFurniture Company. They are in search of the following answers:

- What period of time is showing the most earnings?
- What quarter of the year is producing the least amount of money?

The analysis begins with quarterly sales being graphed into a line chart using the Chart Wizard. A line chart is a great way to visually see the decline and rise of money earnings.

Once created, the graph will answer the questions about quarterly sales visually, making it easy to get a clear picture of what is *really* going on at the TechnoFurniture Company regarding sales.

### Open Microsoft Excel

- ☞ From the **START** menu select *All Programs – Microsoft Excel*.
- The program window opens.

### Open the "TechnoFurniture Company" Workbook

- ☞ Click on the *Open* tool located on the Standard toolbar.
- ☞ Click the drop down arrow beside the *Look in:* box and go to the location of the saved *TechnoFurniture Company* workbook.
- ☞ Double click on the *TechnoFurniture Company* file.
- The workbook is now displayed in the window.



### Activate the Sales History Worksheet

- ☞ Click the *Sales History* sheet tab.

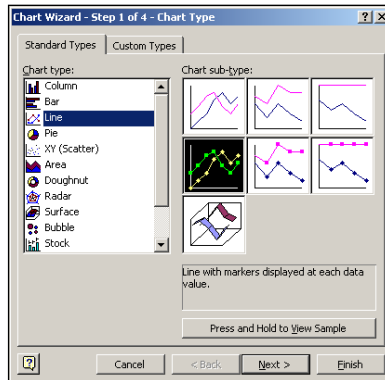
### Create a Chart of Quarterly Earnings

#### Select the Cell Range

- ☞ Select cell **B2**, which reads *Quarter 1 January - March*.
- ☞ Drag the mouse sideways to cell **E2**, thus selecting all the cells that contain the quarterly sales labels.
- ☞ Hold down the **CTRL** key.
- ☞ Select cell **B19**, which reads \$234,607.00.
- ☞ Drag the mouse sideways to cell **E19**, thus selecting all the cells that contain the quarterly sales information.

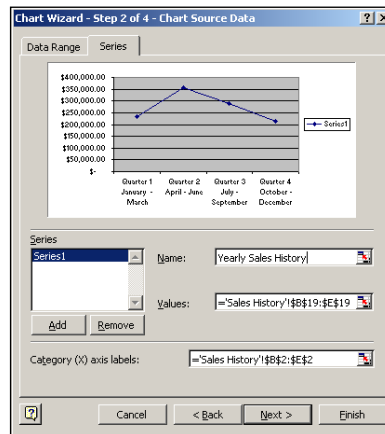
Activate the Chart Wizard and Select Graph Type

- ☞ Click the *Chart Wizard* tool located on the Standard toolbar.
- ☞ Select the Line graph that displays markers at each data value.
- ☞ Click *Next*.



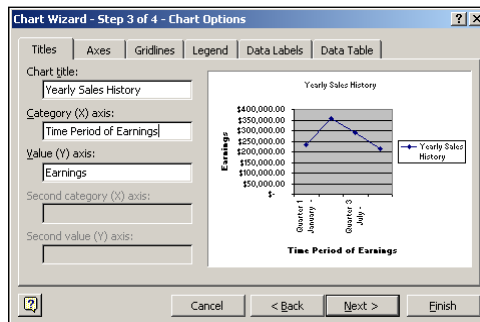
Select the Chart Source Data

- The label for the line graph reads *Series 1*. This label should be more meaningful.
- ☞ Click the *Series* tab.
- ☞ In the *Name:* box type **Yearly Sales History**.
- ☞ Click *Next*.



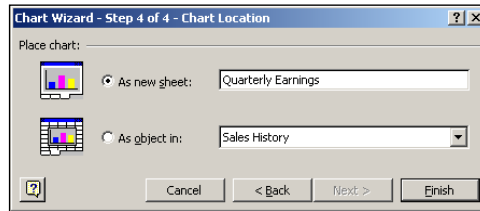
Enter in Chart Options

- ☞ Type **Yearly Sales History** in the *Chart title* box.
- ☞ Type **Time Period of Earnings** in the *Category (X) axis* box.
- ☞ Type **Earnings** in the *Category (Y) axis* box.
- ☞ Click *Next*.

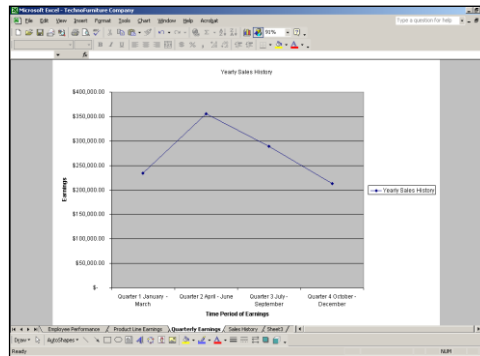


Select the Chart Source Data

- ☞ Click inside the radio button *As new sheet*.
- ☞ Type **Quarterly Earnings** in the box beside the *As new sheet* option.
- ☞ Click Finish.



- The chart appears on a separate worksheet in the workbook.



**Analyze the Data**

What period of time is showing the most earnings?

---



---

What quarter of the year is producing the least amount of money?

---



---

**Save the Workbook**

☞ From the File menu, select *Save*.

**Close Microsoft Excel**

☞ From the File menu select *Exit*.

**Close**

Students should close any open programs or windows at the end of the session. Depending on the computer lab procedures, teachers may want students to either shut down the computer or log off the network at this time. If logging off the network, select START – Log Off *username* and click *Yes*.