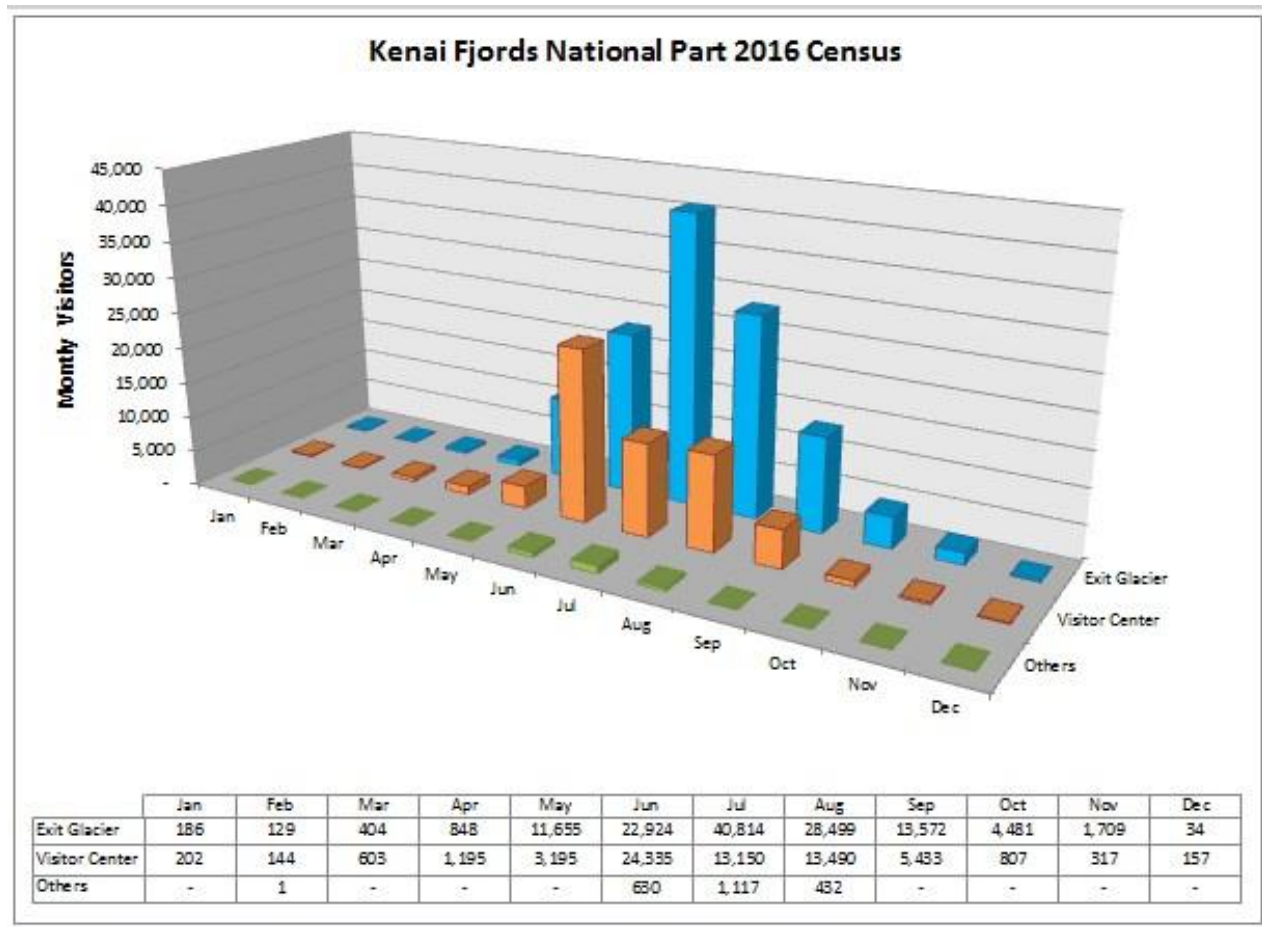


Intro To Computers Excel #13 – Kenai

Objective: Report on park usage of the Kenai Fjords National Park at each of the visitor centers. The following is a preview of the 3-D chart you will make. You will also be making a pie chart which is not shown here.



1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_13* using your first and last name.
2. Download the *excel_13.zip* file from <http://www.missblomeyer.com>. Copy *Kenai.xlsx* and put it in your *first_last_excel_13* folder. Delete *excel_13.zip*.
3. Open *Kenai.xlsx* and make the following changes:
 - a. Select the range A4:D16, and insert a 3-D Column chart.
 - b. Move the chart to a chart sheet named **Monthly Visits**. The Monthly Visits sheet should be the first sheet in the workbook.
 - c. Change the style of the chart to Style 34.
 - d. Insert a chart title **Kenai Fjords National Park 2016 Census** at the top of the chart area and set its font size to 24 points. Remove the legend from the chart.
 - e. Add the title **Monthly Visitors** to the *vertical* axis. Rotate the title 90° and set the font size to 14 points.
 - f. Rotate the 3-D chart using the following parameters: x-axis rotation 30°, y-axis rotation 20°, perspective 25°, and depth(% of base) to 130. Modify the depth axis so that the values are displayed in reverse order.

- g. Insert a data table without legend keys below the 3-D chart to provide data values so that the reader is not confused about the relative sizes of the different columns. To do this, use the *Data Table* button in the *Labels* group on the *Chart Tools Layout* tab.
 - h. Change the fill color of the Exit Glacier series to light blue. Change the fill color of the Visitor Center series to orange.
 - i. Make the pie chart. In the Park Usage Data worksheet, select the range B4:D4 and B17:D17 and insert a 3-D pie chart. Move the chart to a chart sheet named **Center Visits**. The Center Visits sheet should be directly after the Monthly Visits chart sheet.
 - j. Insert the chart title **Kenai Fjords National Park: Visits by Center** above the pie chart, and set the font size to 24 points.
 - k. Move the chart legend below the pie chart and change its font size to 18 points.
 - l. Change the fill color of the Exit Glacier slice to light blue. Change the fill color of the Visitor Center slice to orange.
 - m. Add data labels to the outside end of the pie chart showing the values (not percentages) of each slice. Set the font size of the labels to 18 points.
 - n. Select the Monthly Visits tab. Save the *Kenai.xlsx* file, exit out of Excel.
4. Zip your *first_last_excel_13* folder. Turn in your *first_last_excel_13.zip* file.