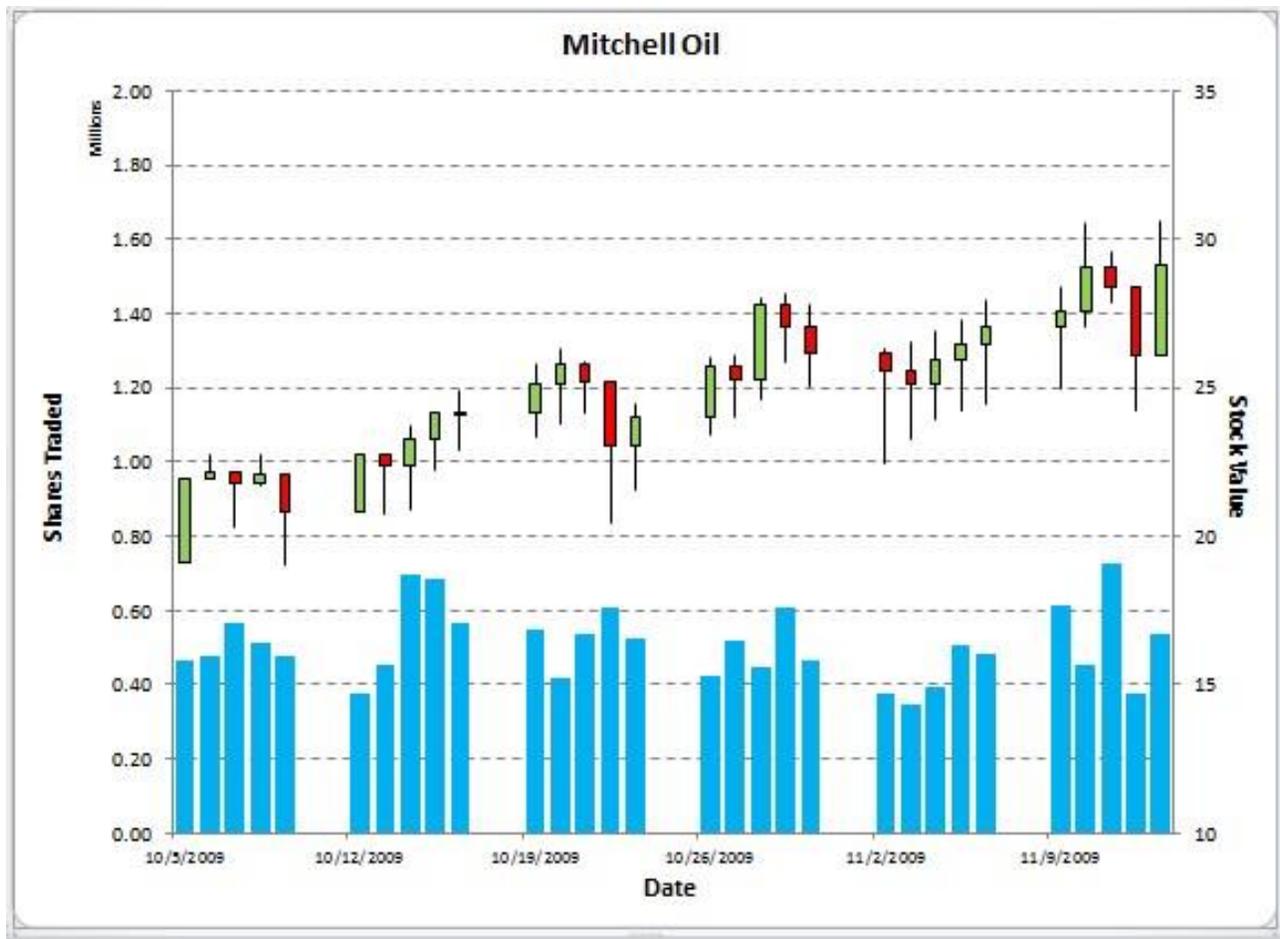


## Intro To Computers Excel #15 – Mitchell Oil

Objective: Use what you have learned about Excel charting to create a chart that has not been shown to you. This is what the chart will look like when you're done.



1. In your *Intro to Computers* folder, create a folder titled *first\_last\_excel\_15* using your first and last name.
2. Download the *excel\_15.zip* file from <http://www.missblomeyer.com>. Copy *Mitchell.xlsx* and put it in your *first\_last\_excel\_15* folder. Delete *excel\_15.zip*.
3. Open *Mitchell.xlsx* and make the following changes:
  - a. In the *Stock Values* worksheet, select the range A3:F33 and then insert a *Volume-Open-High-Low-Close* stock chart. Move this chart to a chart sheet named **Stock History**.
  - b. Insert a chart title of **Mitchell Oil** above the plot area.
  - c. Remove the legend.
  - d. Add the title **Date** to the primary horizontal axis and set its font size to 14.
  - e. Add the title **Shares Traded** to the primary vertical axis and set its font size to 14. Make sure it is rotated as seen in the sample.
  - f. Add the title **Stock Value** to the *secondary* vertical axis and set its font size to 14. Make sure it is rotated as seen in the sample. (Hint: Open the *Format Axis Title* box for the secondary vertical axis and use the *Text Direction* button found in the *Alignment* category.)
  - g. Set the font size of the axes values to 12 points.
  - h. Display the horizontal gridlines using a dashed line style.

- i. Set the interval between major tick marks on the primary horizontal axis to 7 days.
  - j. For the primary vertical axis, display the values in units of one million, change the number format to 2 decimal places, and set the maximum value of the axis scale to 2,000,000.
  - k. For the secondary vertical axis, set the minimum value of the scale to 10.
  - l. For the column chart, decrease the gap width to 30% and change the fill color to light blue.
  - m. In a stock market chart, the daily chart values will either show an increase or a decrease from the previous day. Increases are shown with an "up bar" displayed in white while decreases are shown with a "down bar" in black. Change the fill color of the up bar series to light green and the fill color of the down bar series to red.
  - n. Save Mitchell.xlsx and exit out of Excel.
4. Zip your *first\_last\_excel\_15* folder. Turn in your *first\_last\_excel\_15.zip* file.