Additional Exercise 3 Solution

Task 1 - Your spreadsheet should be saved with the filename **markchart** and the printout should look like:

Make sure on the y axis that the minimum value is set to 50, maximum value to 375 and the major unit to 25

Check that the text has been typed accurately into the text box and that it does not overlap any lines or data points

Make sure the chart is on a separate sheet to the data source

Make sure the correct data has been selected to create the chart:

	A	B	C	D
1	Bookings			
2				
3	Month	Website	Booking Agent	Telephone
4	Jan	100	10	66
5	Feb	145	15	78
6	Mar	113	12	62
7	Apr	280	25	125
8	May	375	30	180
9	Jun	365	35	180
10	Jul	295	30	150

Check the chart title and axis titles have been typed in accurately

Make sure that Telephone is shown as a line and Website is shown as a column

Task 2 – Your spreadsheet should be saved with the filename **roomchart** and the printout should look like:

Check that the smallest sector of the pie chart has been pulled out

Make sure your name is displayed in the header or footer

Make sure the correct data has been selected to create the chart:

	A	B	C	D	E	F	G	H
1	HANOVER HOTEL							
2								
3	BOOKINGS							
4								
5	Room Type	Jan	Feb	Mar	Apr	May	Jun	TOTAL
6	Single Room	40	32	60	80	72	80	364
7	Double Room	108	108	112	120	120	120	688
8	Twin Room	32	36	60	56	60	60	304
9	Suite	20	28	32	40	40	40	200

Check an exploded pie chart has been used

Make sure the legend has been removed

Check the data labels only show the category name and percentage

Make sure the percentages are displayed to 1 decimal place