

All work will be saved in your Chapter 7 this folder and should have the file path header or **earn 0 points.** You should check your printed work with model answers to be sure things are similar and in the correct order when submitting.

Start reading at page 241. Read and do the projects as directed below.

Project 1

Complete exactly as directed. Print **EL1-C7-P1-SalesChart**.

Project 2

Complete as directed.

Print 2b Step 7 (from page 249) with the usual file path header.

For Step 12, delete our usual header and create the one as directed, but do NOT print 2b, Step 13.

I will check **EL1-C7_P2-DITechDptPur** in your folder. _____

Project 3

Complete as directed.

Print 3a Step 14 (from page 254) AND

Print 3c, Step 4.

Project 4

Complete exactly as directed. Print from page 260.

Project 5

Complete exactly as directed. Print from page 262.

Assessment 1 - Complete exactly as directed.

Bonus – You may choose any of the other Assessments to complete for bonus. ☺

Concepts Check on page 264-265.

1.	This is the keyboard shortcut to create a chart with the default chart type in the active worksheet.	
2.	The Charts group contains buttons for creating charts and is located in this tab.	
3.	This type of chart shows proportions and relationships of parts to the whole.	
4.	When you create a chart, the chart is inserted in this location by default.	

5.	Select a chart in a worksheet, display the Print tab Backstage view, and the first gallery in the Settings category is automatically changed to this option.	
6.	Use buttons in the Insert group in this tab to insert shapes or pictures.	
7.	When Excel creates a chart, the data in the first row (except the first cell) is used to create this.	
8.	Click this option at the Move Chart dialog box to move the chart to a separate sheet.	
9.	Click the Picture button in the Chart Tools Layout tab and this dialog box displays.	
10.	Change the chart size by entering measurements in these measurement boxes in the Size group in the Chart Tools Format tab.	