

Excel/Word Chart Assignment

- 1) Open a Word document
- 2) Create a page border around the page.
- 3) Add your name (first and last) in Word Art at the top of the page and include the words Chart Assignment (example: Jerry Rice's Chart Assignment).
- 4) Copy and paste all three of charts onto the word document. Adjust the page margins to a small size so that all this fits on one page. Make sure your charts are large enough for me to read.
- 5) Make sure your charts have the following:
 - a) Chart title
 - b) Labeled x and y axis
 - c) Data Labels
 - d) Legend (key) if necessary. Delete the key if it's not required
 - e) Make sure that you color in the chart area and the plot area.
Use a picture for one of the regions.
 - f) Change the font size and type. Don't just use the defaults