

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Analyzing Server Traffic

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/21/2015

Notes: This presentation shows most if not all the required steps in completing the assignment. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.



The presentation starts Windows 10.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 11. Bold, Italic, Underline, Text Color, Background Color. Alignment: Left, Center, Right, Justify, Indent. Number: General, Currency, Percentage, Decimals. Styles: Conditional Formatting, Format as Table, Cell Styles. Cells: Insert, Delete, Format. Editing: Sort & Filter, Find & Select.

A1 [Undo] [Redo] [Insert Function]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12								
3	8-10am	5	6	5	7	8	0	0								
4	10-12pm	8	10	7	9	8	3	3								
5	12pm-2pm	12	12	15	14	12	0	0								
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The presentation opens the csv file in an Excel spreadsheet.

Save As

< > << >> << cptr1138 > Lab05 Search Lab05

Organize New folder [View] [Help]

Name	Date modified	Type
No items match your search.		

File name: Ch 4 ServerLogs.xlsx

Save as type: Excel Workbook (*.xlsx)

Authors: Tim Preuss Tags: Add a tag

Save Thumbnail

Tools Save Cancel

The presentation saves the spreadsheet as an Excel native spreadsheet format file. This allows saving the spreadsheet easy during the process.

Documents » cptr1138 » Lab03

- Documents
- Desktop

Browse

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U [Icons] General [Icons] Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

A9 [Icons] fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		Bandwidth Used (MB)															
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12									
3	8-10am	5	6	5	7	8	0	0									
4	10-12pm	8	10	7	9	8	3	3									
5	12pm-2pm	12	12	15	14	12	0	0									
6	2pm-4pm	22	25	20	18	17	9	8									
7	4pm-6pm	13	12	15	17	15	0	1									
8	Total																
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The presentation made the labels bold. The presentation saves the spreadsheet.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

AVERAGE : \times \checkmark fx =SUM(B3:B7)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12								
3	8-10am	5	6	5	7	8	0	0								
4	10-12pm	8	10	7	9	8	3	3								
5	12pm-2pm	12	12	15	14	12	0	0								
6	2pm-4pm	22	25	20	18	17	9	8								
7	4pm-6pm	13	12	15	17	15	0	1								
8	Total	=SUM(B3:B7)														
9		SUM(number1, [number2], ...)														
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Using the summation tool, the presentation adds the bandwidth data together as shown.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U [Icons] General [Icons] Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

B8 : [X] [Y] [fx] =SUM(B3:B7)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12								
3	8-10am	5	6	5	7	8	0	0								
4	10-12pm	8	10	7	9	8	3	3								
5	12pm-2pm	12	12	15	14	12	0	0								
6	2pm-4pm	22	25	20	18	17	9	8								
7	4pm-6pm	13	12	15	17	15	0	1								
8	Tota	60														
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Clipboard Font Alignment Number Styles Cells Editing

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B8 =SUM(B3:B7)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		Bandwidth Used (MB)															
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12									
3	8-10am	5	6	5	7	8	0	0									
4	10-12pm	8	10	7	9	8	3	3									
5	12pm-2pm	12	12	15	14	12	0	0									
6	2pm-4pm	22	25	20	18	17	9	8									
7	4pm-6pm	13	12	15	17	15	0	1									
8	Tota	60	65	62	65	60	12	12									
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The presentation copies the formula as shown.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Currency (\$), Percentage (%), Decimals (0.00, 0.0, 0)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

fx Average

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0								
4	10-12pm	8	10	7	9	8	3	3								
5	12pm-2pm	12	12	15	14	12	0	0								
6	2pm-4pm	22	25	20	18	17	9	8								
7	4pm-6pm	13	12	15	17	15	0	1								
8	Total	60	65	62	65	60	12	12								
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The presentation creates a column named "Average" as shown.

Ch 4 ServerLogs [Add Sheet]

READY [Grid View] [Full Screen] [Refresh] [Print] [Zoom: 100%]

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

I3 =

	A	B	C	D	E	F	G	H	I
1		Bandwidth Used (MB)							
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average
3	8-10am	5	6	5	7	8	0	0	=
4	10-12pm	8	10	7	9	8	3	3	
5	12pm-2pm	12	12	15	14	12	0	0	
6	2pm-4pm	22	25	20	18	17	9	8	
7	4pm-6pm	13	12	15	17	15			
8	Total	60	65	62	65	60			

The presentation creates the formula for average as shown.

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

Select a function:

- AVERAGE
- VLOOKUP
- MAX
- COUNTIF
- MIN
- SUM
- IF

AVERAGE(number1,number2,...)
Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

[Help on this function](#)

OK Cancel

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

I3 =AVERAGE(B3:H3)

	A	B	C	D	E	F	G	H	I
1		Bandwidth Used (MB)							
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average
3	8-10am	5	6	5	7	8	0	0	(B3:H3)
4	10-12pm	8	10	7	9	8	3	3	
5	12pm-2pm	12	12	15	14	12	0	0	
6	2pm-4pm	22	25	20	18	17	9	8	
7	4pm-6pm	13	12	15					
8	Total	60	65	62					

The presentation inserts the range to calculate the formula as shown.

Function Arguments

AVERAGE

Number1: B3:H3 = {5,6,5,7,8,0,0}

Number2: = number

= 4.428571429

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 4.428571429

[Help on this function](#) OK Cancel

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

I3 =AVERAGE(B3:H3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0	4.428571							
4	10-12pm	8	10	7	9	8	3	3	6.857143							
5	12pm-2pm	12	12	15	14	12	0	0	9.285714							
6	2pm-4pm	22	25	20	18	17	9	8	17							
7	4pm-6pm	13	12	15	17	15	0	1	10.42857							
8	Total	60	65	62	65	60	12	12								

The presentation copies the formula to the cells as shown.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting Table Cell Styles

Insert Delete Format Sort & Filter Find & Select

I3 =AVERAGE(B3:H3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0	4.2							
4	10-12pm	8	10	7	9	8	3	3	6.2							
5	12pm-2pm	12	12	15	14	12	0	0	9.2							
6	2pm-4pm	22	25	20	18	17	9	8	19.2							
7	4pm-6pm	13	12	15	17	15	0	1	10.2							
8	Total	60	65	62	65	60	12	12	9.6							

The presentation right clicks on the selected numbers. The presentation wishes to reduce the number of decimal places shown.

The presentation selects the "Format Cells..." option.

Calibri 11 \$ % , .0 .00

Cut Copy Paste Options Paste Special... Insert... Delete... Clear Contents Quick Analysis Filter Sort Insert Comment Format Cells... Pick From Drop-down List... Define Name... Hyperlink...

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A B I U General \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select

I3 =AVERAGE(B3:H3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0	4.428571							
4	10-12pm	8	10	7	9	8	3	3	6.857143							
5	12pm-2pm	12	12	15	14	12	0	0	9.285714							
6	2pm-4pm	22	25	20	18	17	9	8	17							
7	4pm-6pm	13	12	15	17	15	0	1	10.42857							
8	Total	60	65	62	65											

Format Cells

Number Alignment Font Border Fill Protection

Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample: 4.43

Decimal places: 2

Use 1000 Separator (,)

Negative numbers: -1234.10 1234.10 (1234.10) (1234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

The presentation selects the "Number" format. The presentation insures the decimal places are 2.

Recommended Charts

The presentation selects "Recommended Charts" to create the chart.

B8 =SUM(B3:B7)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		Bandwidth Used (MB)															
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average								
3	8-10am	5	6	5	7	8	0	0	4.43								
4	10-12pm	8	10	7	9	8	3	3	6.86								
5	12pm-2pm	12	12	15	14	12	0	0	9.29								
6	2pm-4pm	22	25	20	18	17	9	8	17.00								
7	4pm-6pm	13	12	15	17	15	0	1	10.43								
8	Total	60	65	62	65	60	12	12									

The presentation selects the data shown to create the graph.

Bandwidth Used (MB)			
	1-Sep-12	2-Sep-12	3-Sep-12
8-10am	5	6	
10-12pm	8	10	
12pm-2pm	12	12	
2pm-4pm	22	25	
4pm-6pm	13	12	
Total	60	65	

Insert Chart

Recommended Charts | All Charts

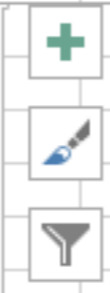
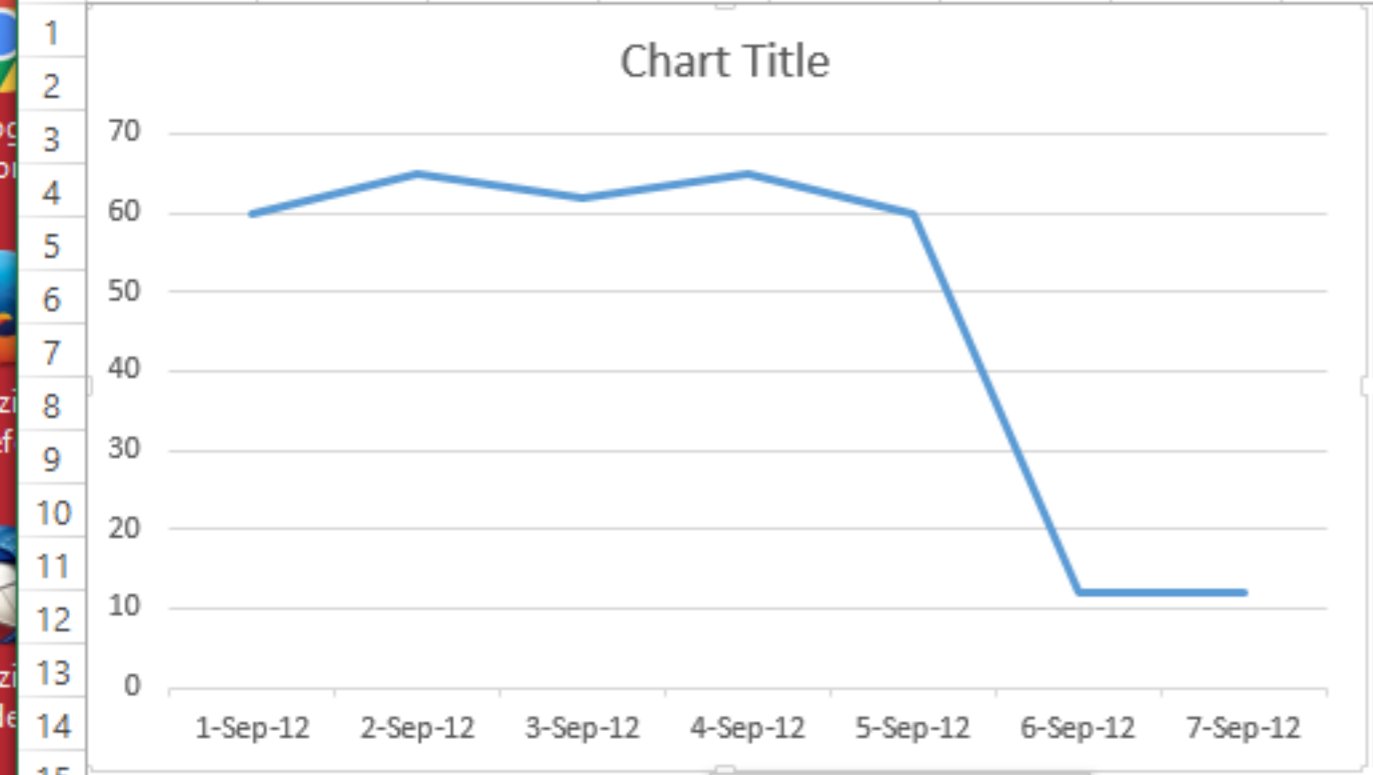
Line

Chart Title

A line chart is used to display trends over time (years, months, and days) or categories when the order is important. Use it when there are many data points and the order is important.

OK Cancel

The presentation selects "OK" because the shown line chart is acceptable for the data.



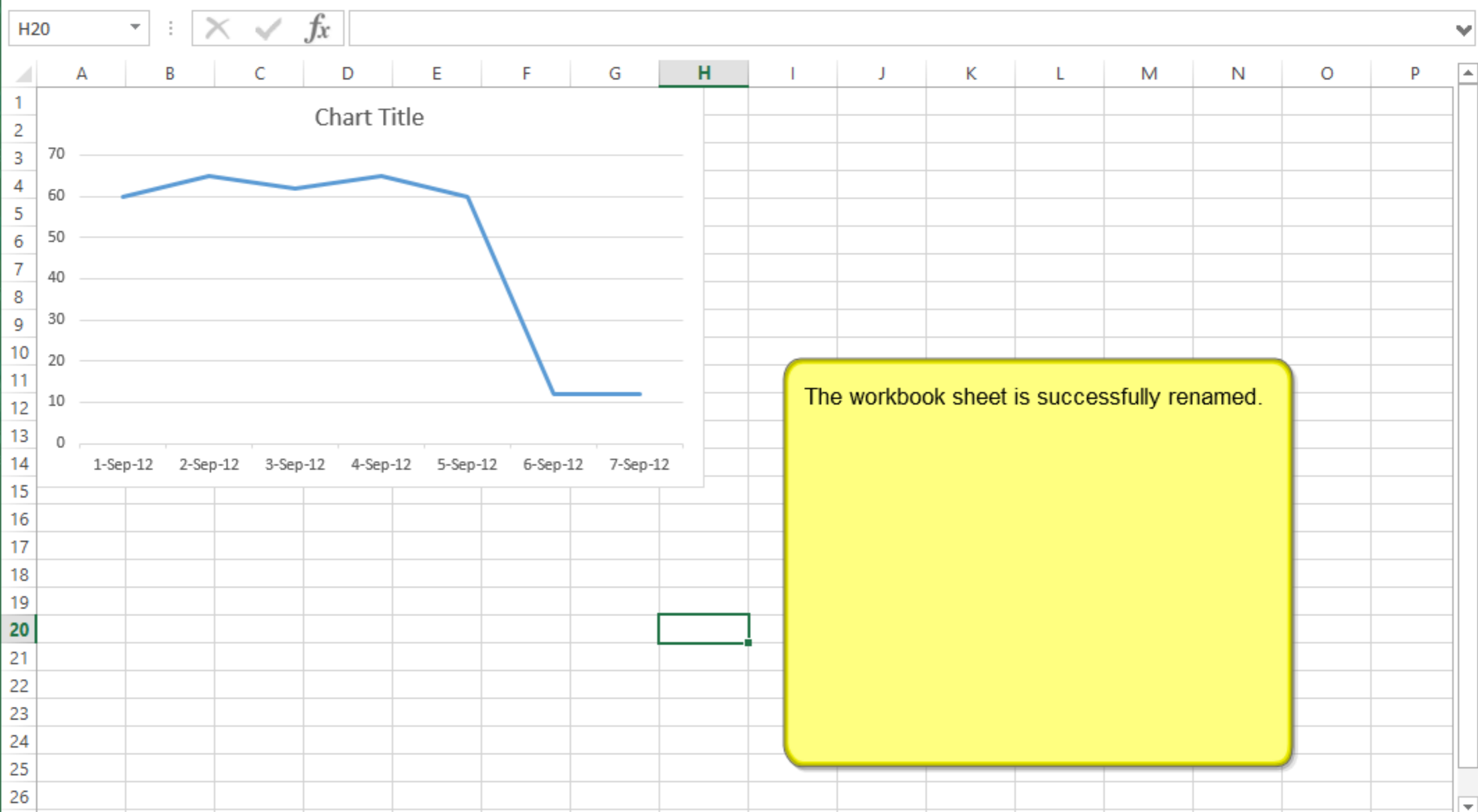
The presentation cuts the graph and pastes the graph on a new workbook sheet. The presentation renames the workbook sheet.

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 B I U [Icons] General \$ % [Icons] Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select



The workbook sheet is successfully renamed.

Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS: DESIGN, FORMAT

FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW

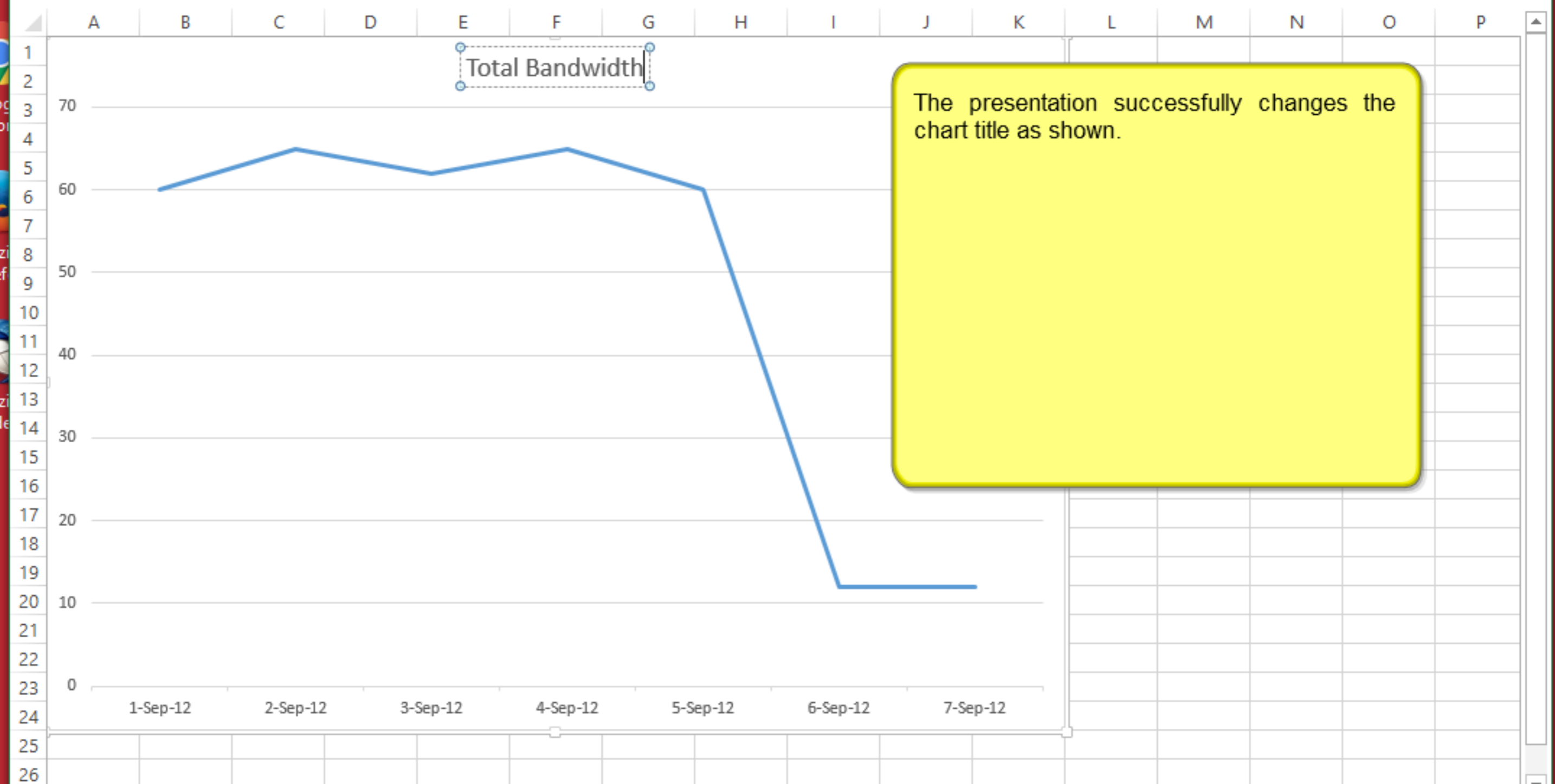
Clipboard, Font, Alignment, Number, Styles, Cells, Editing

Chart 1

Date	Bandwidth
1-Sep-12	60
2-Sep-12	65
3-Sep-12	62
4-Sep-12	65
5-Sep-12	60
6-Sep-12	12
7-Sep-12	12

Ch 4 ServerLogs | Total Bandwidth Chart

The presentation selects the chart title. This allows the presentation to change the chart title.

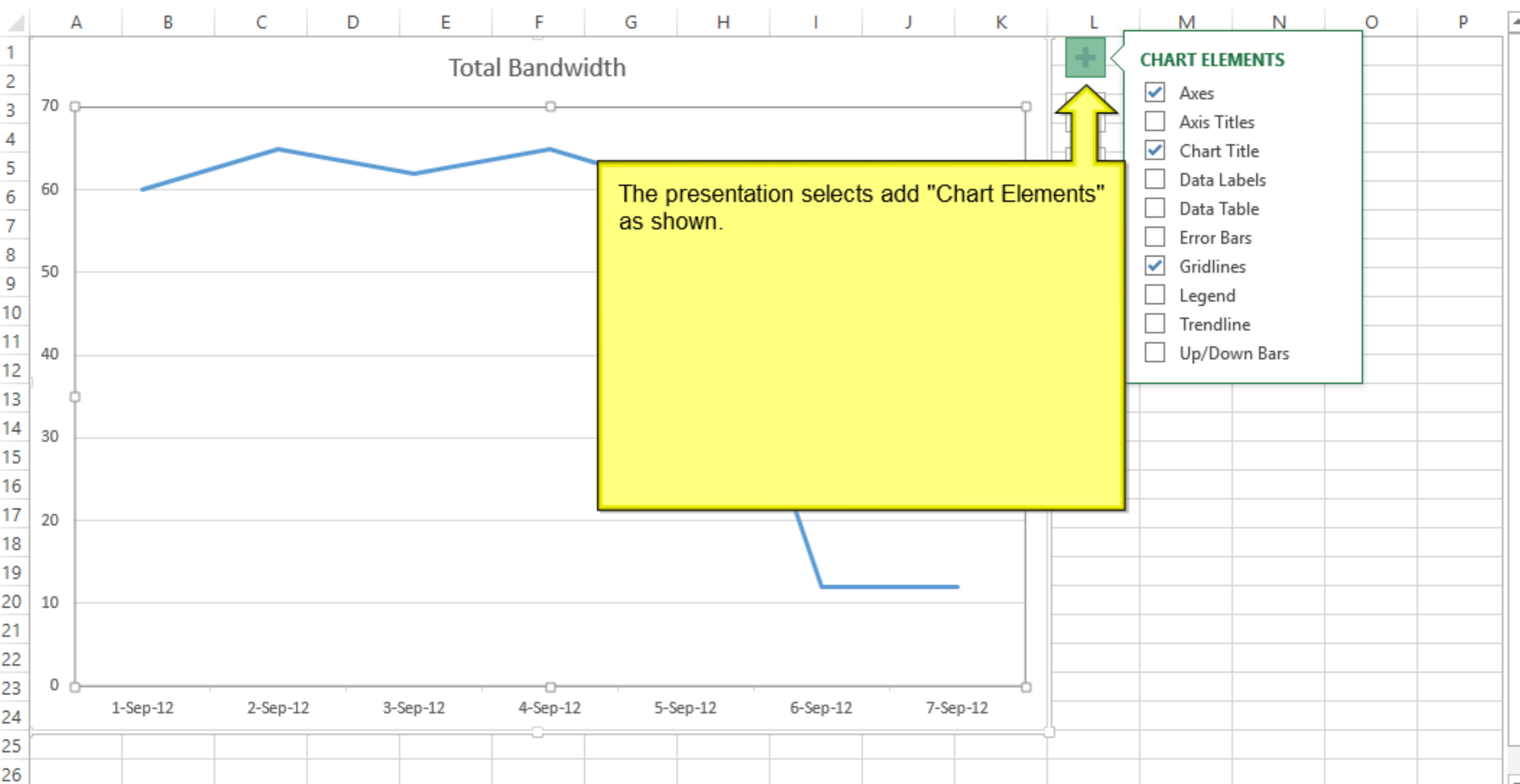


Clipboard Font Alignment Number Styles Cells Editing

General Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Filter Find & Select

Chart 1



The presentation selects add "Chart Elements" as shown.

CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline
- Up/Down Bars

CHART TOOLS

Clipboard Font Alignment Number Styles Cells Editing

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

Chart 1

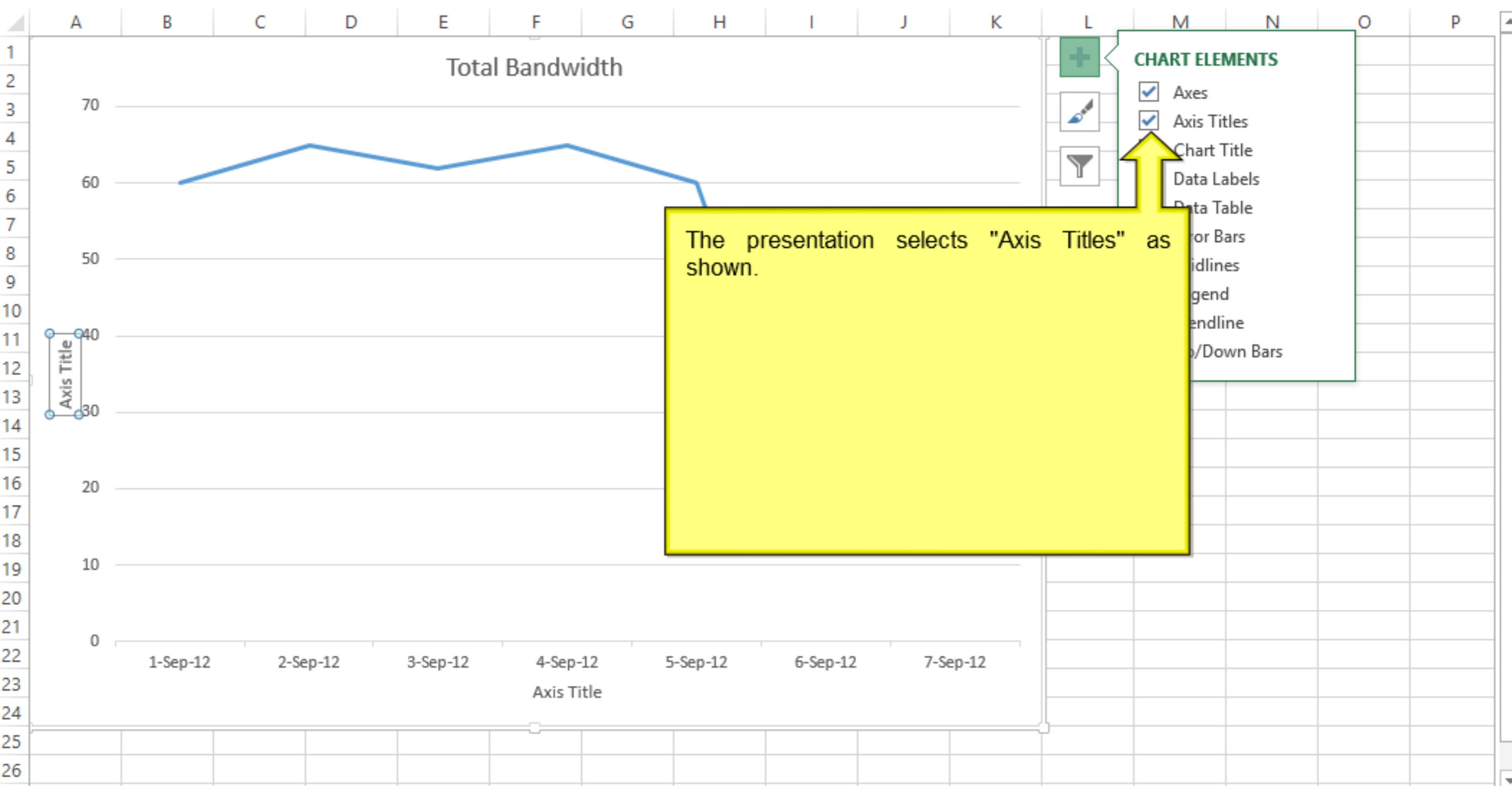
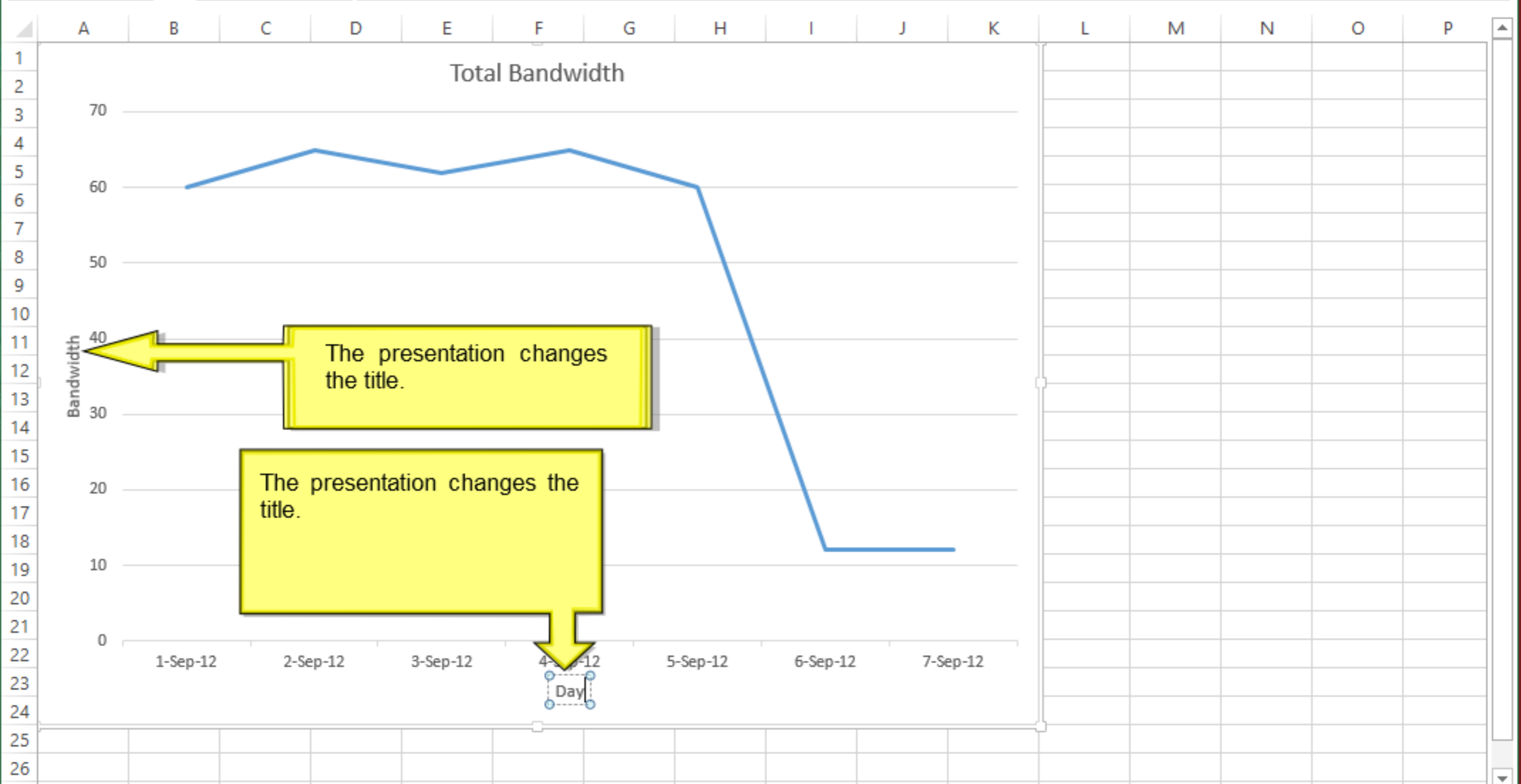


CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline
- Up/Down Bars

The presentation selects "Axis Titles" as shown.



The presentation changes the title.

The presentation changes the title.

Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS DESIGN FORMAT

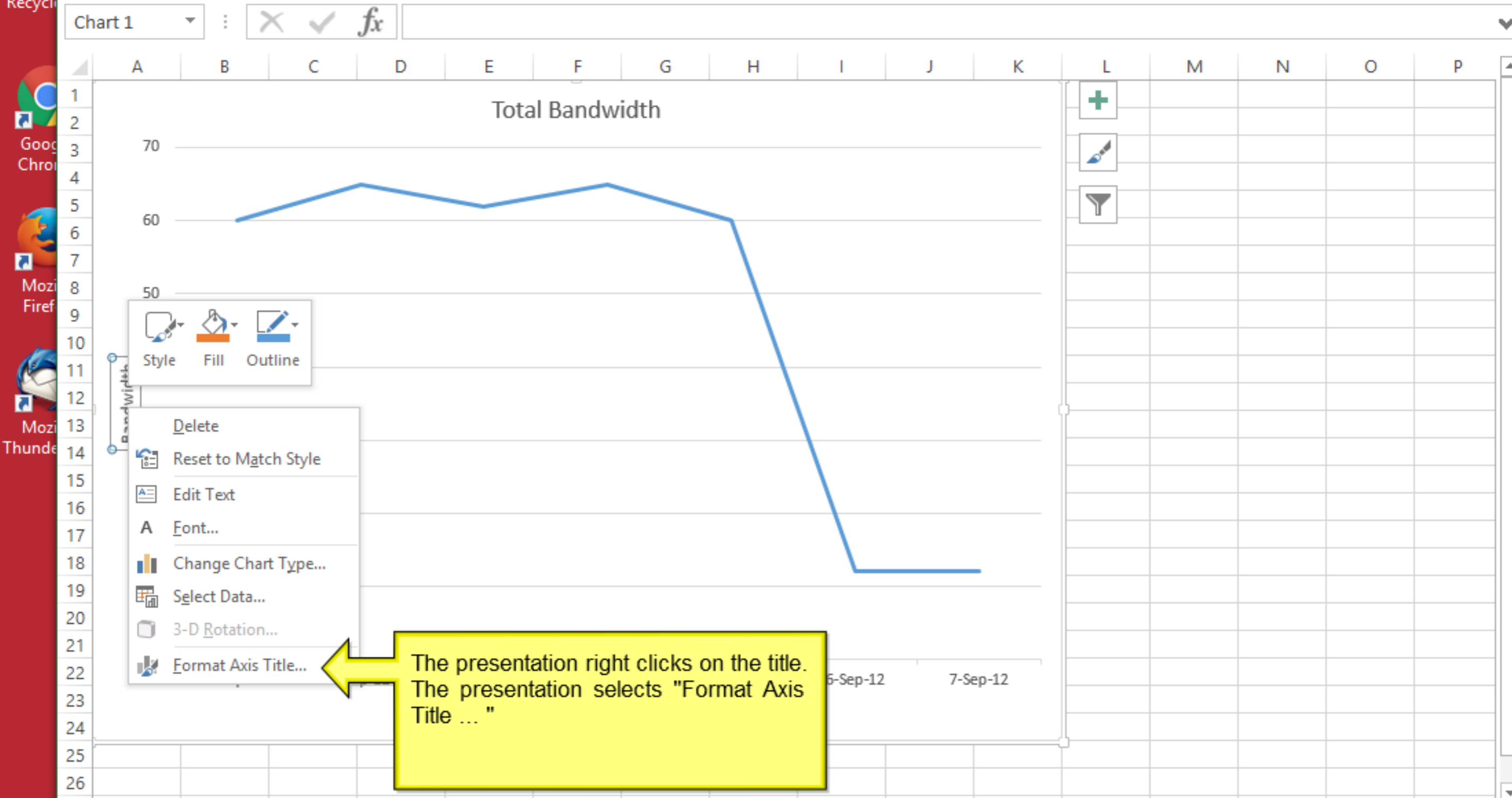
Clipboard Font Alignment Number Styles Cells Editing

General

Conditional Formatting Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select



The presentation right clicks on the title. The presentation selects "Format Axis Title ..."

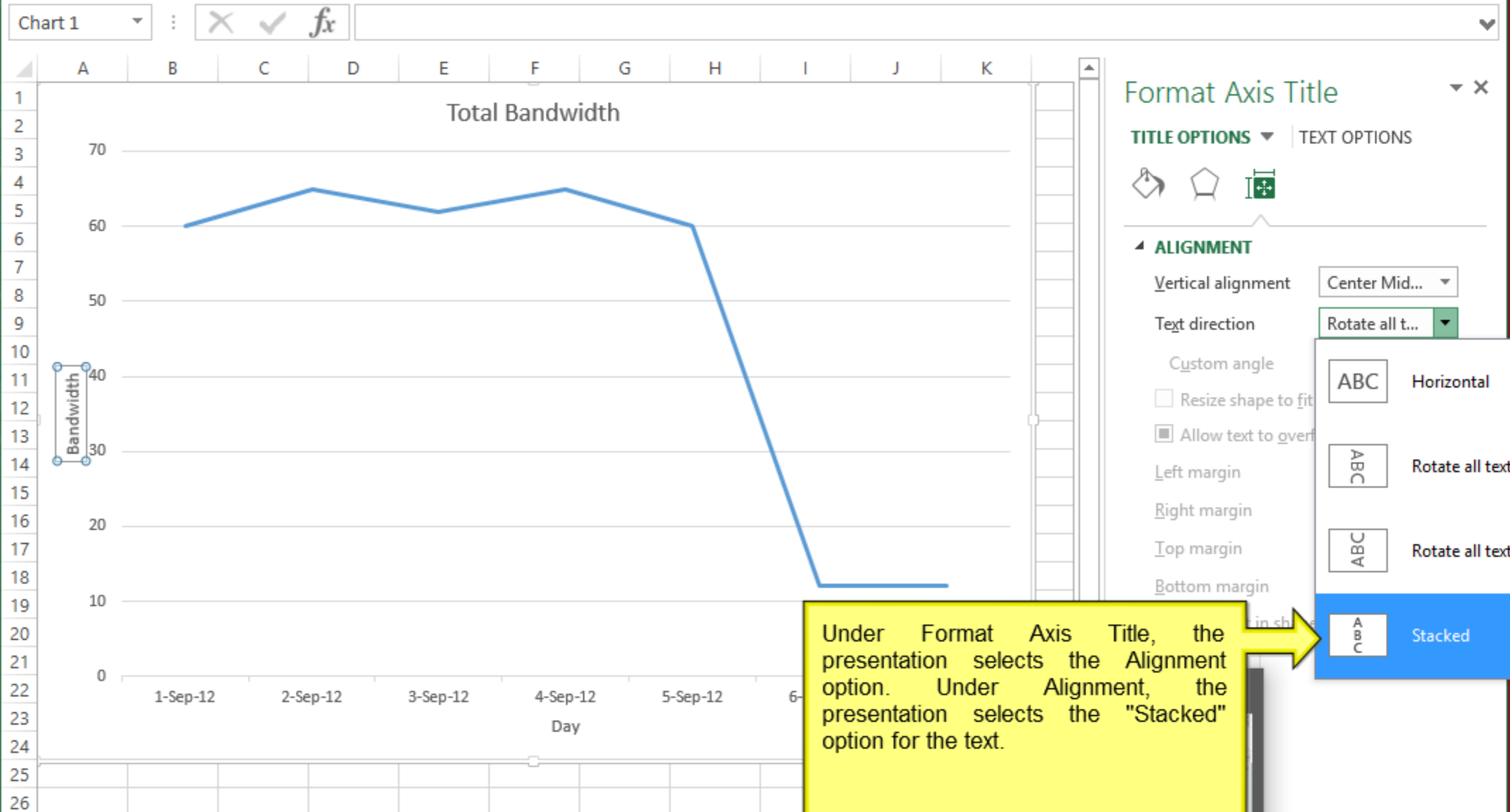
Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS

DESIGN FORMAT

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing



Format Axis Title

TITLE OPTIONS | TEXT OPTIONS

ALIGNMENT

Vertical alignment: Center Mid...

Text direction: Rotate all t...

- Horizontal
- Rotate all text 90°
- Rotate all text 270°
- Stacked**

Under Format Axis Title, the presentation selects the Alignment option. Under Alignment, the presentation selects the "Stacked" option for the text.

Clipboard Font Alignment Number Styles Cells Editing

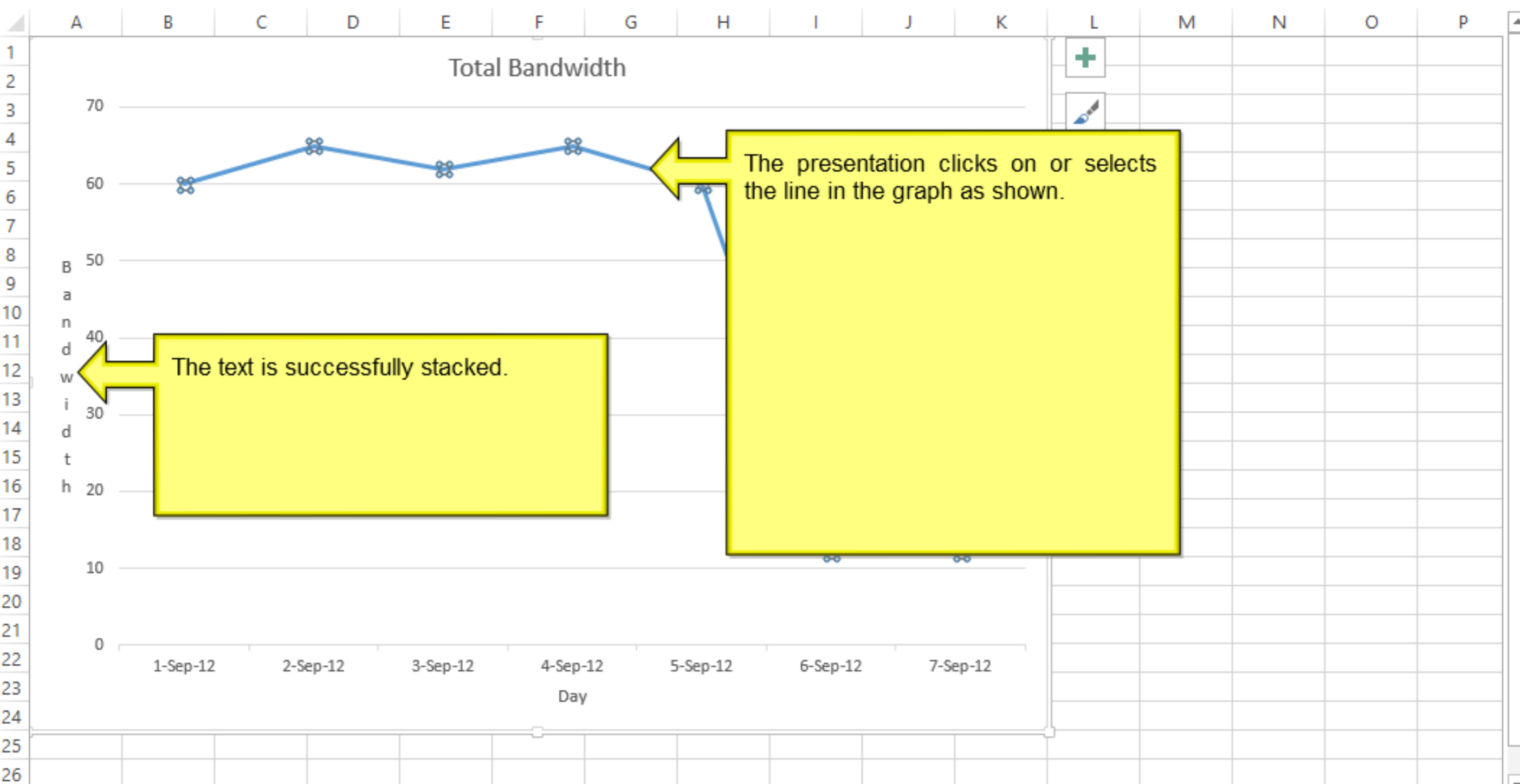
General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

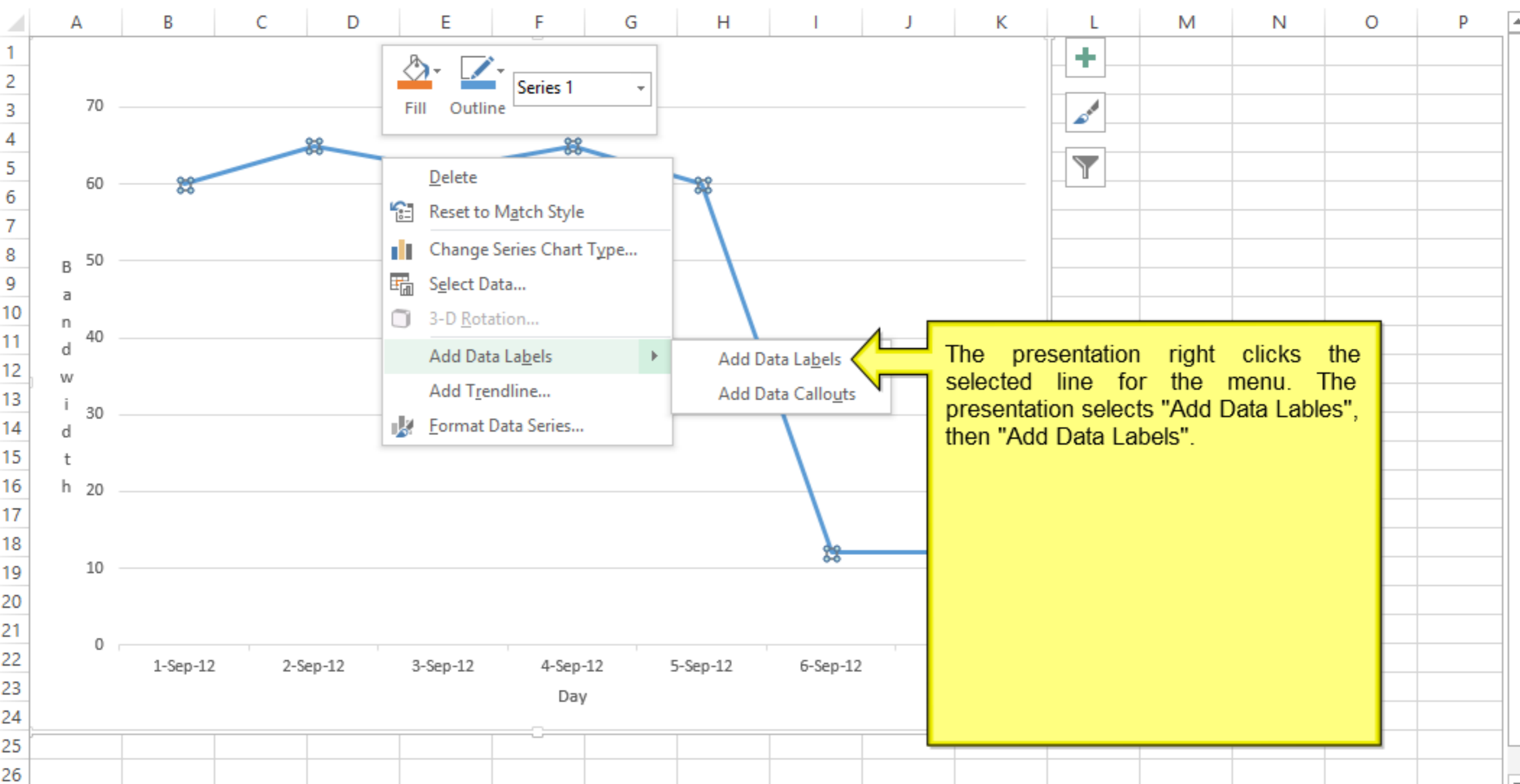
Sort & Filter Find & Select

Chart 1: =SERIES('Ch 4 ServerLogs'!\$B\$2:\$H\$2,'Ch 4 ServerLogs'!\$B\$8:\$H\$8,1)

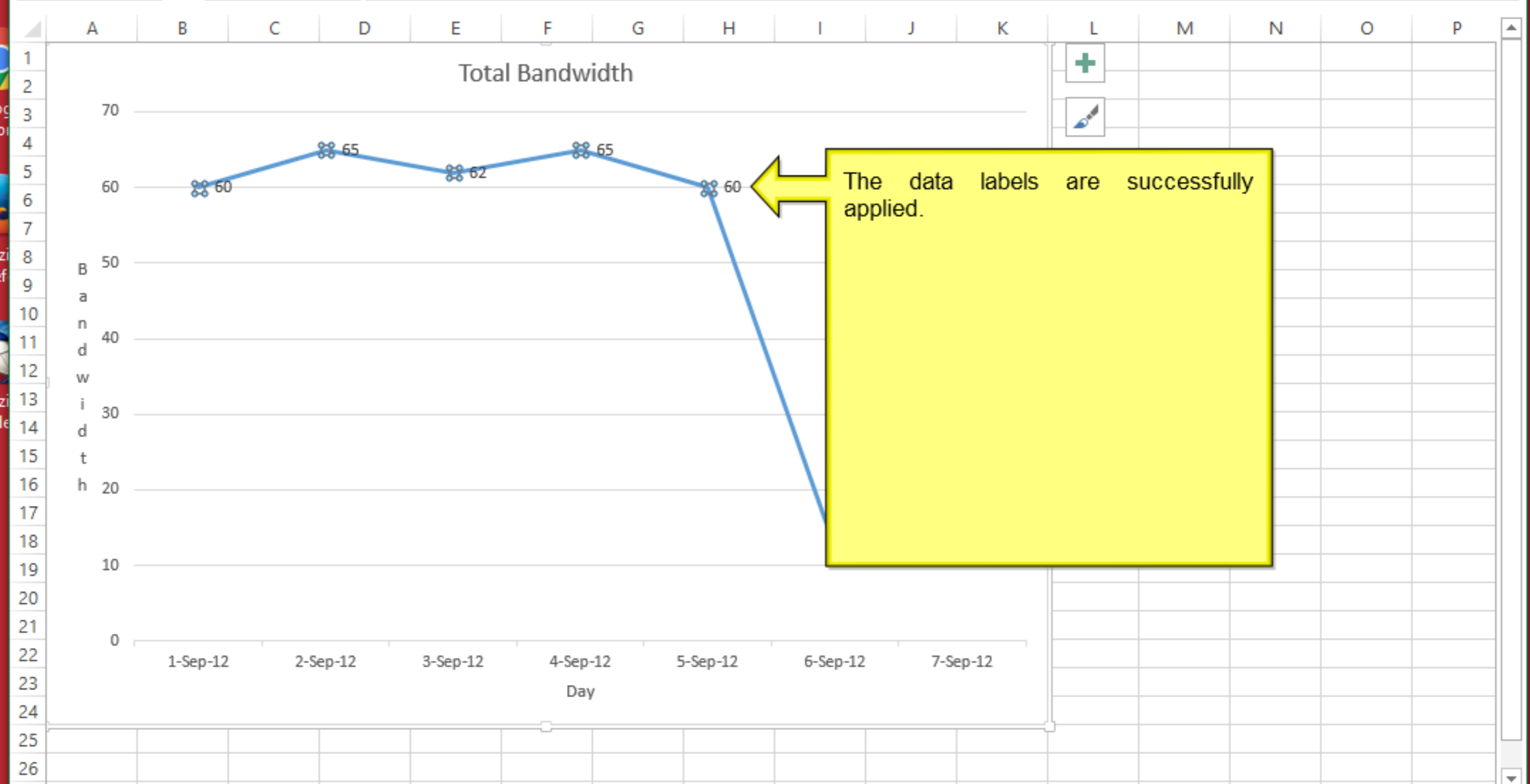


The text is successfully stacked.

The presentation clicks on or selects the line in the graph as shown.



The presentation right clicks the selected line for the menu. The presentation selects "Add Data Lables", then "Add Data Labels".



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D19 [Icons]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		Bandwidth Used (MB)															
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average								
3	8-10am	5	6	5	7	8	0	0	4.43								
4	10-12pm	8	10	7	9	8	3	3	6.86								
5	12pm-2pm	12	12	15	14	12	0	0	9.29								
6	2pm-4pm	22	25	20	18	17	9	8	17.00								
7	4pm-6pm	13	12	15	17	15	0	1	10.43								
8	Total	60	65	62	65	60	12	12									
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The presentation returns to the original worksheet as shown.

Recommended Charts

The presentation selects "Recommended Charts" to create the chart.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Bandwidth Used (MB)															
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0	4.43							
4	10-12pm	8	10	7	9	8	3	3	6.86							
5	12pm-2pm	12	12	15	14	12	0	0	9.29							
6	2pm-4pm	22	25	20	18	17	9	8	17.00							
7	4pm-6pm	13	12	15	17	15	0	1	10.43							
8	Total	60	65	62	65	60	12	12								

The presentation selects the data shown to create the graph.

	A	B	C	D
1		Bandwidth Used (MB)		
2		1-Sep-12	2-Sep-12	3-Sep-12
3	8-10am	5	6	
4	10-12pm	8	10	
5	12pm-2pm	12	12	
6	2pm-4pm	22	25	
7	4pm-6pm	13	12	
8	Total	60	65	

Insert Chart

Recommended Charts | All Charts

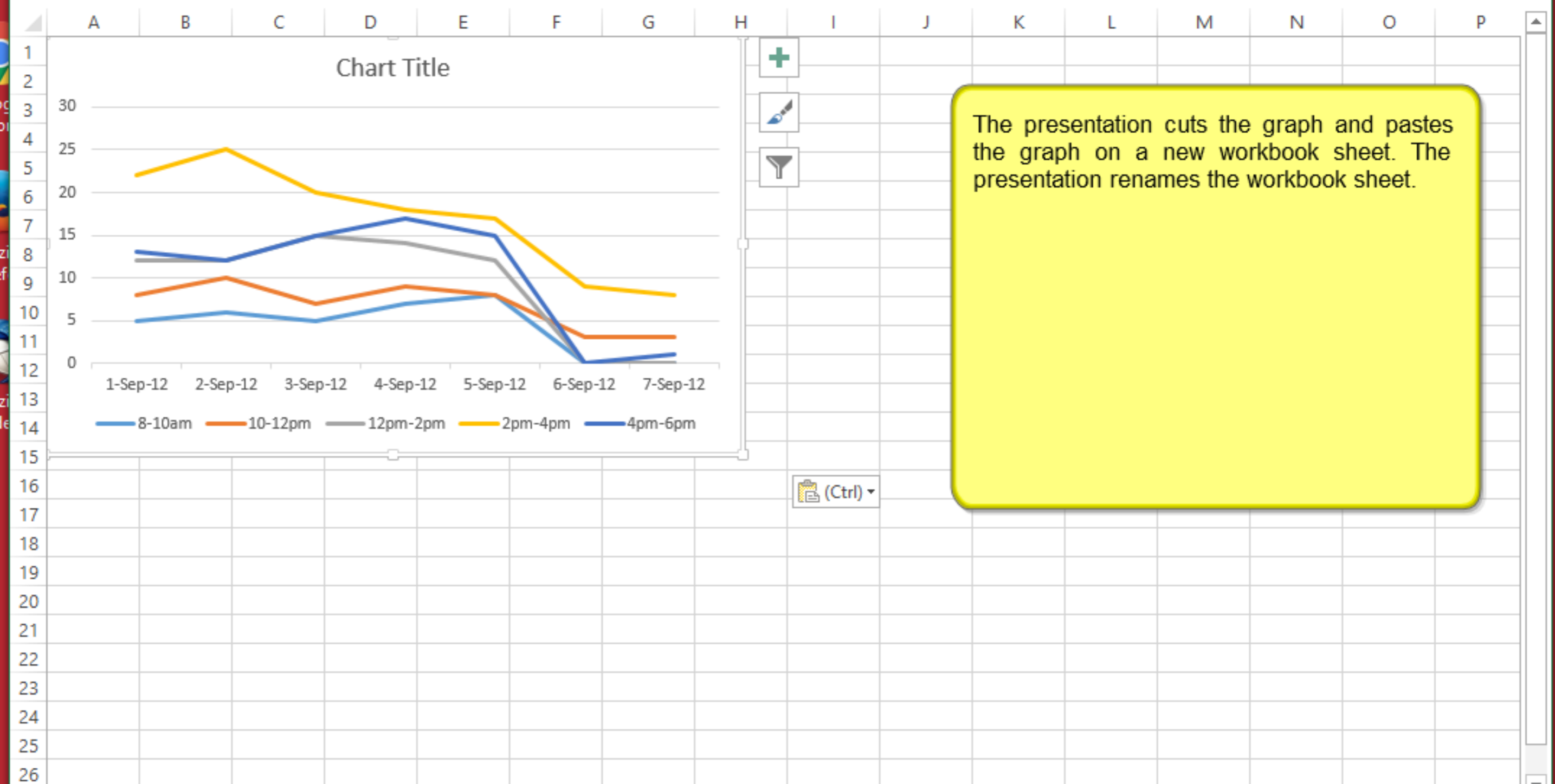
Line

Chart Title

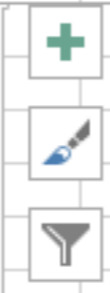
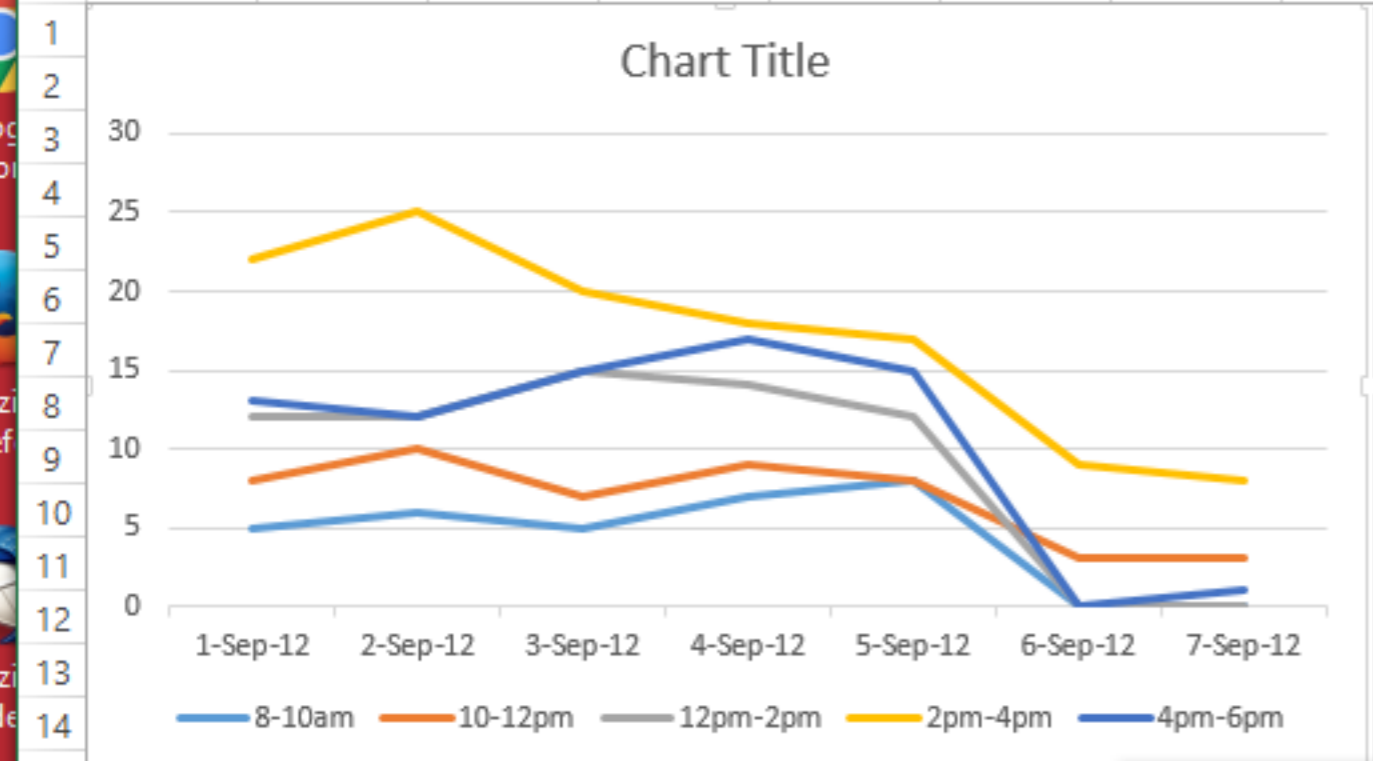
A line chart is used to display trends over time (years, months, and days) or categories when the order is important. Use it when there are many data points and the order is important.

OK Cancel

The presentation selects "OK" because the shown line chart is acceptable for the data.

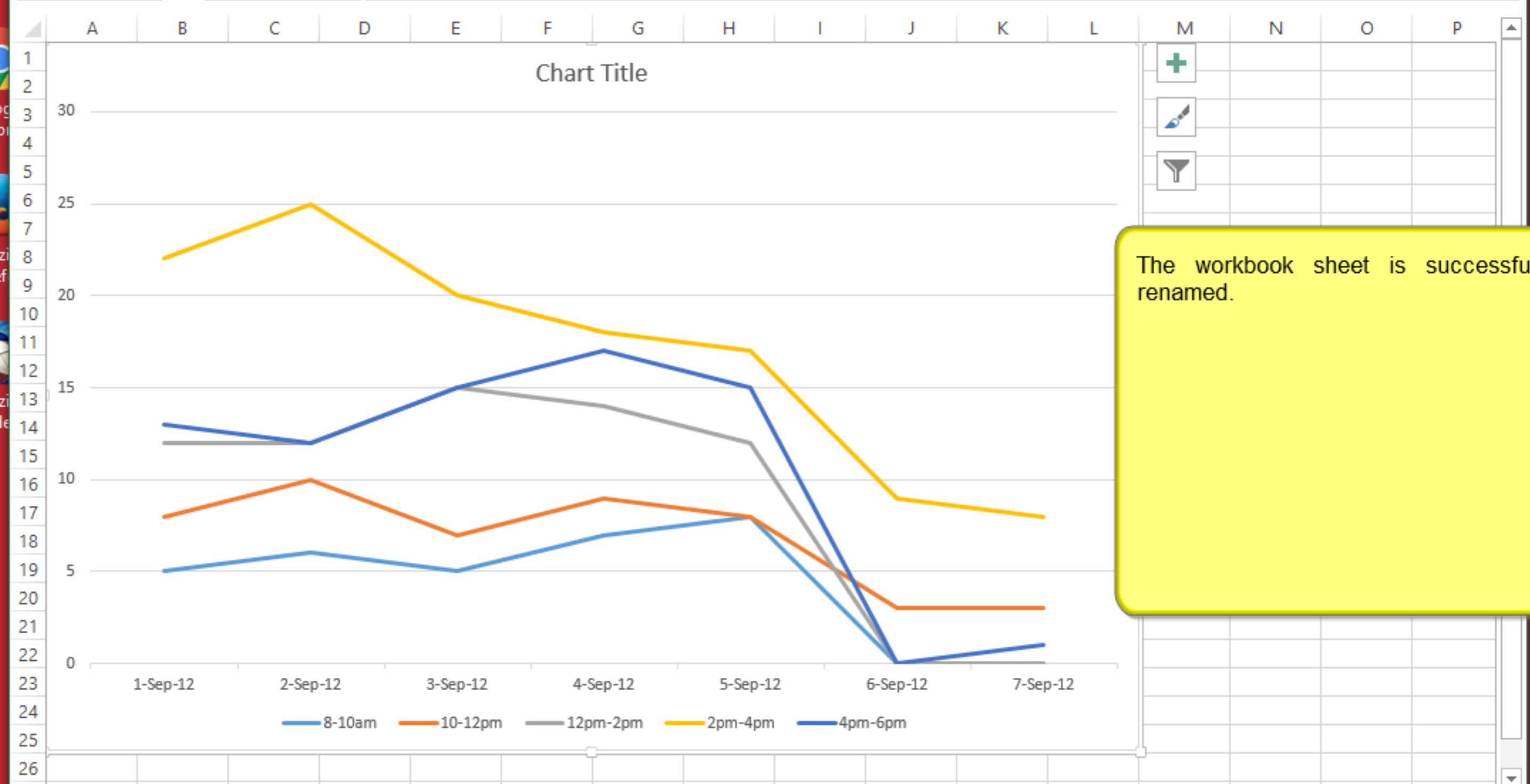


The presentation cuts the graph and pastes the graph on a new workbook sheet. The presentation renames the workbook sheet.

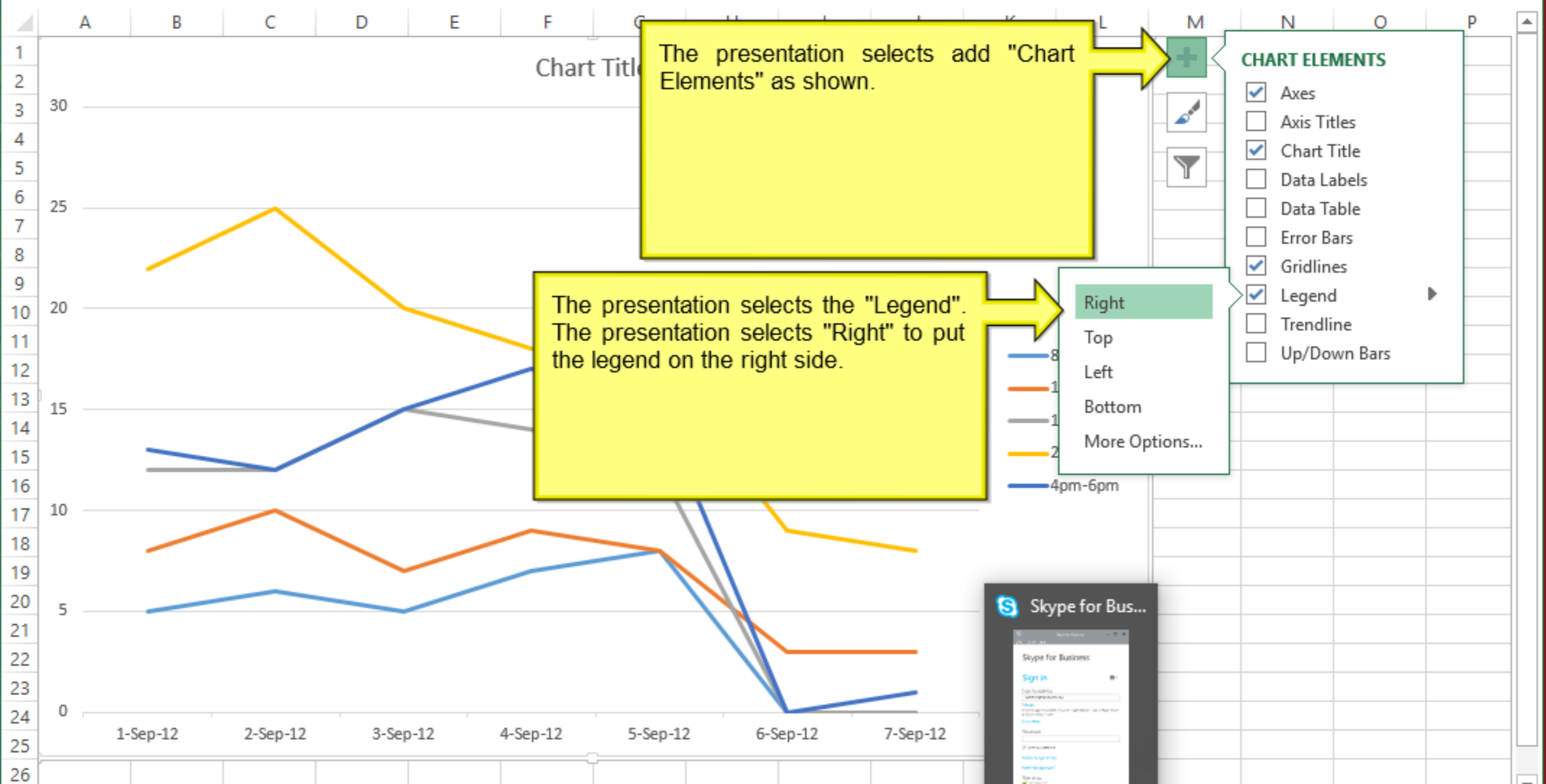


The presentation right clicks on the worksheet name for the menu. The presentation renames the workbook sheet.

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets



The workbook sheet is successfully renamed.



The presentation selects add "Chart Elements" as shown.

The presentation selects the "Legend". The presentation selects "Right" to put the legend on the right side.

CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline
- Up/Down Bars

Right

Top

Left

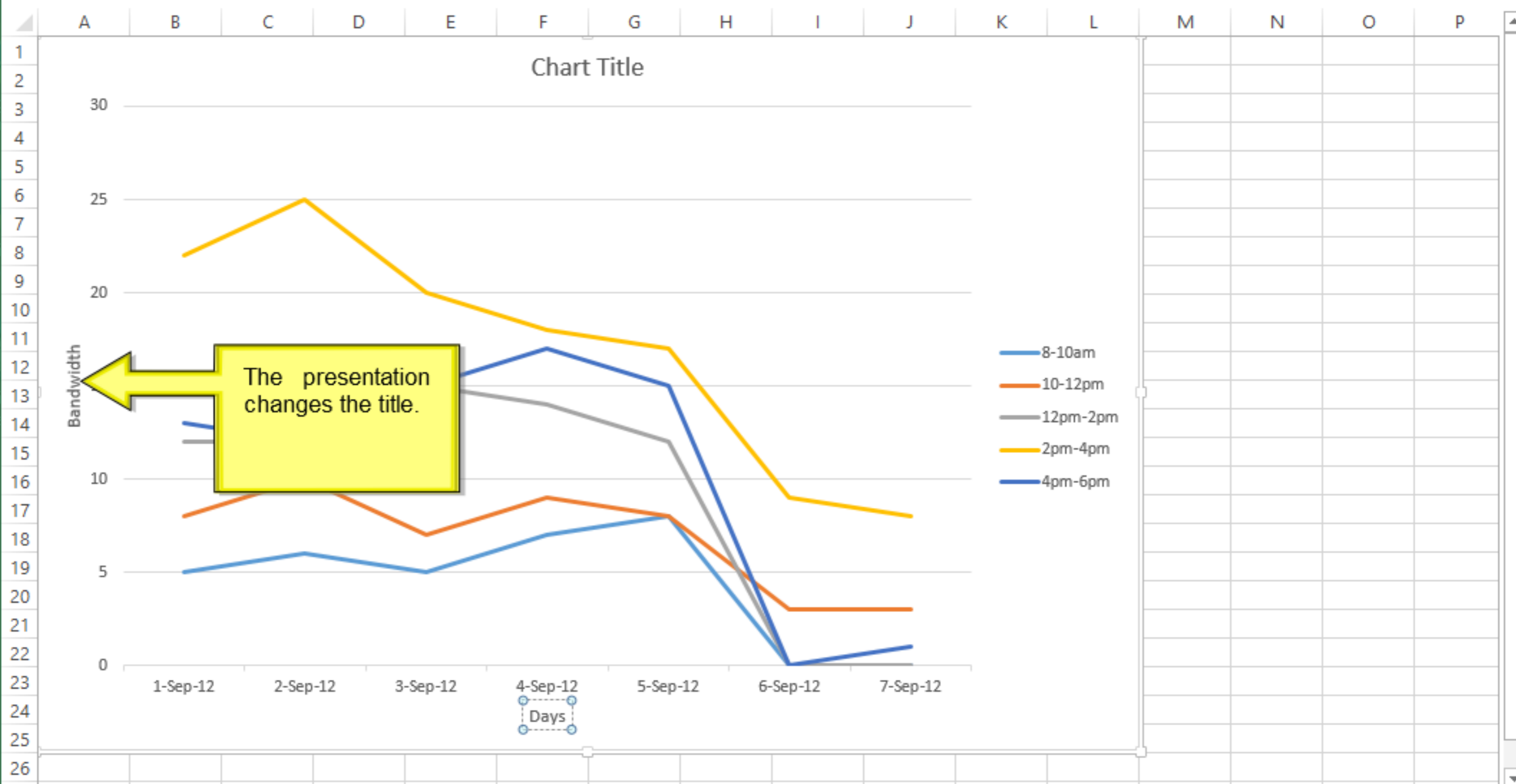
Bottom

More Options...

Skype for Bus...

Skype for Business

Sign in



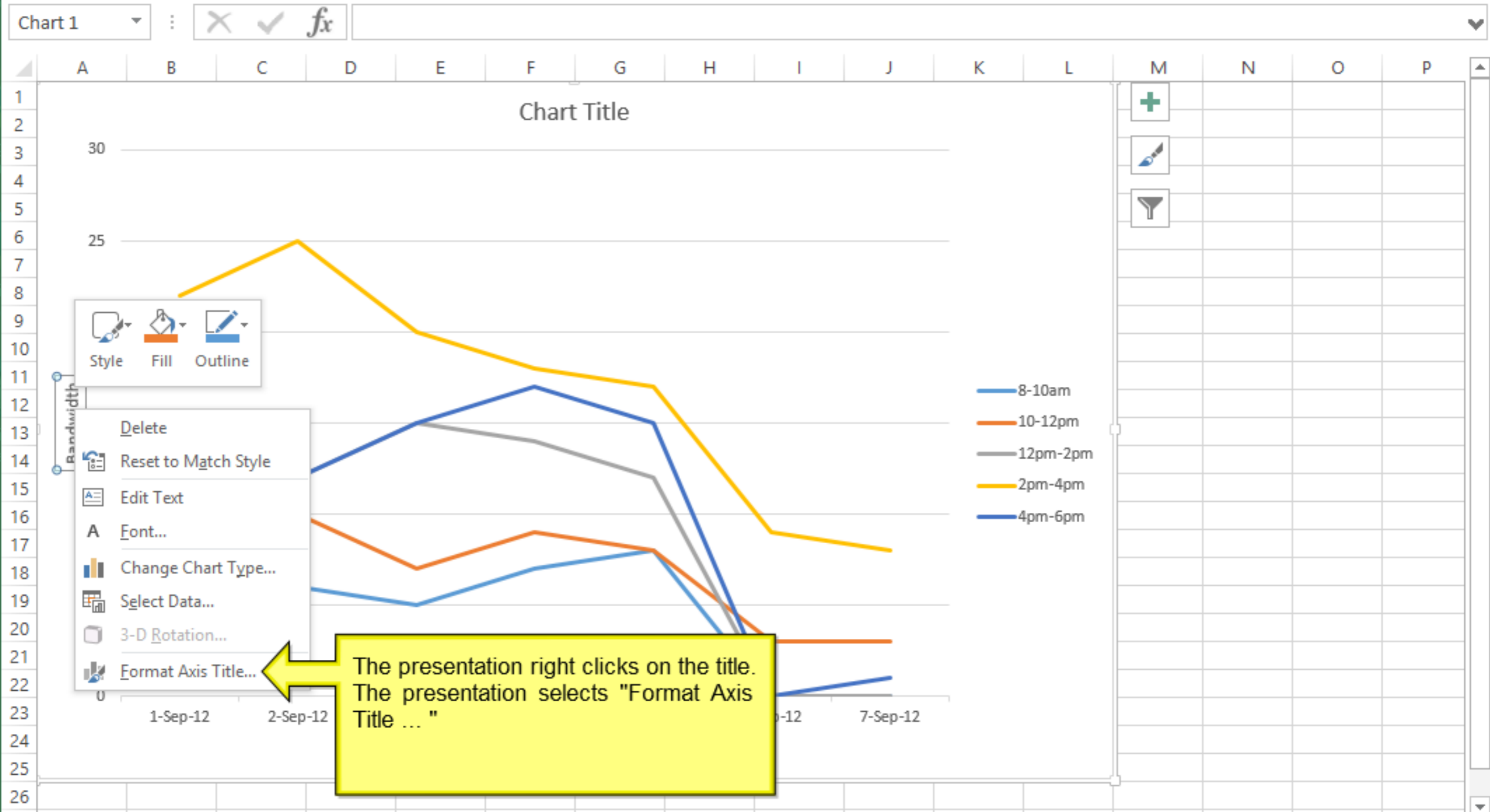
The presentation changes the title.

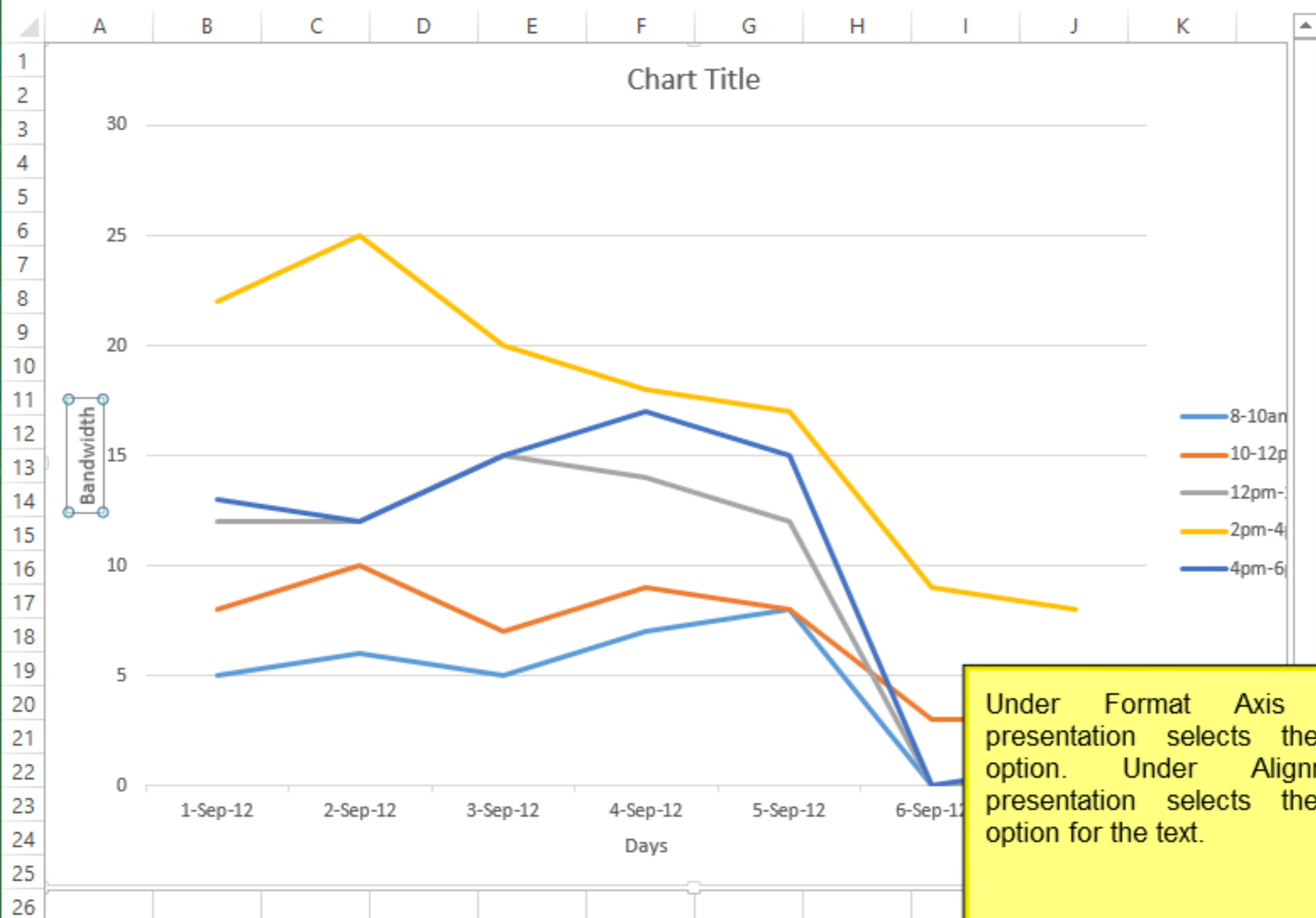
Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS DESIGN FORMAT

Tim Preuss

Clipboard Font Alignment Number Styles Cells Editing





Format Axis Title

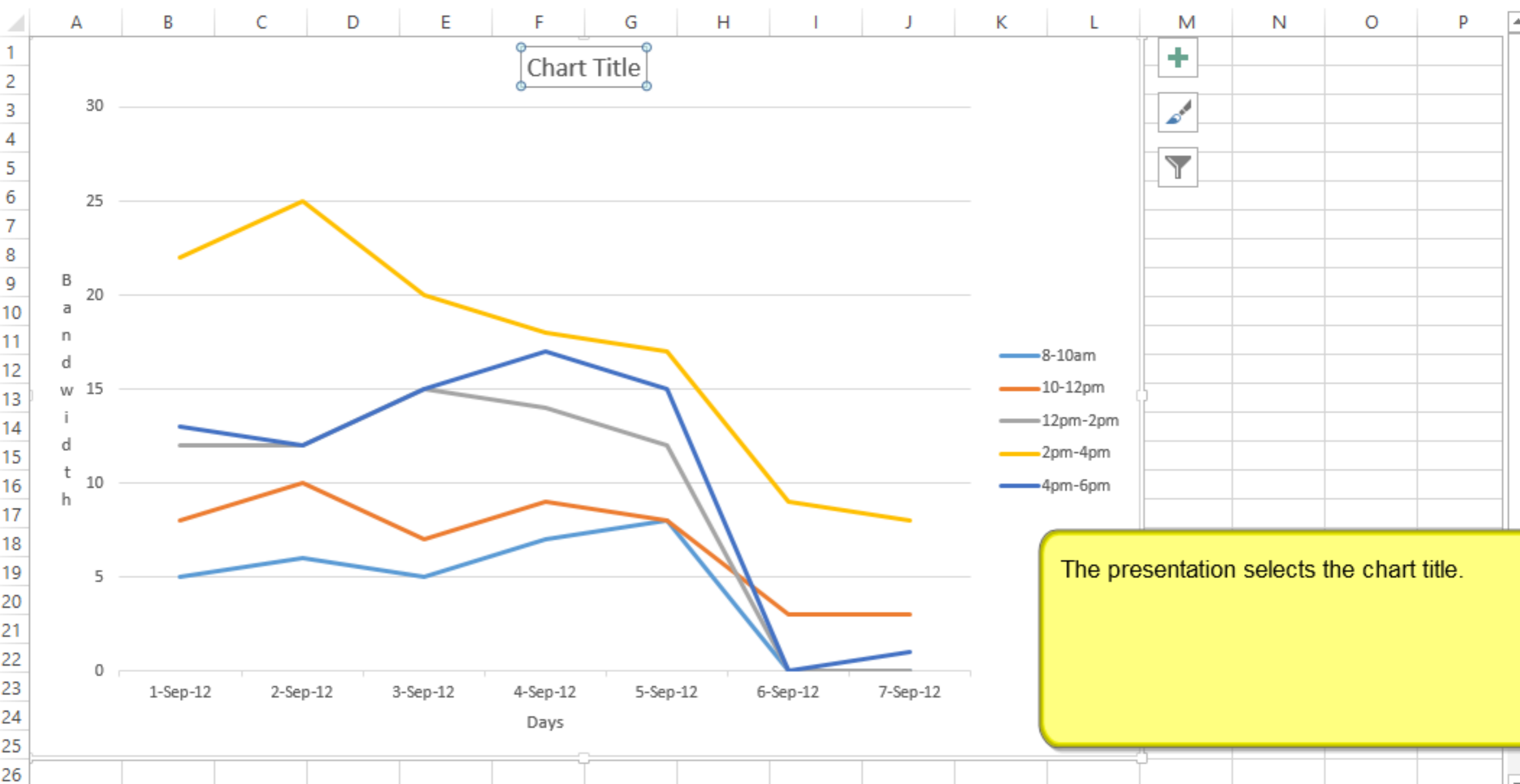
TITLE OPTIONS | TEXT OPTIONS

ALIGNMENT

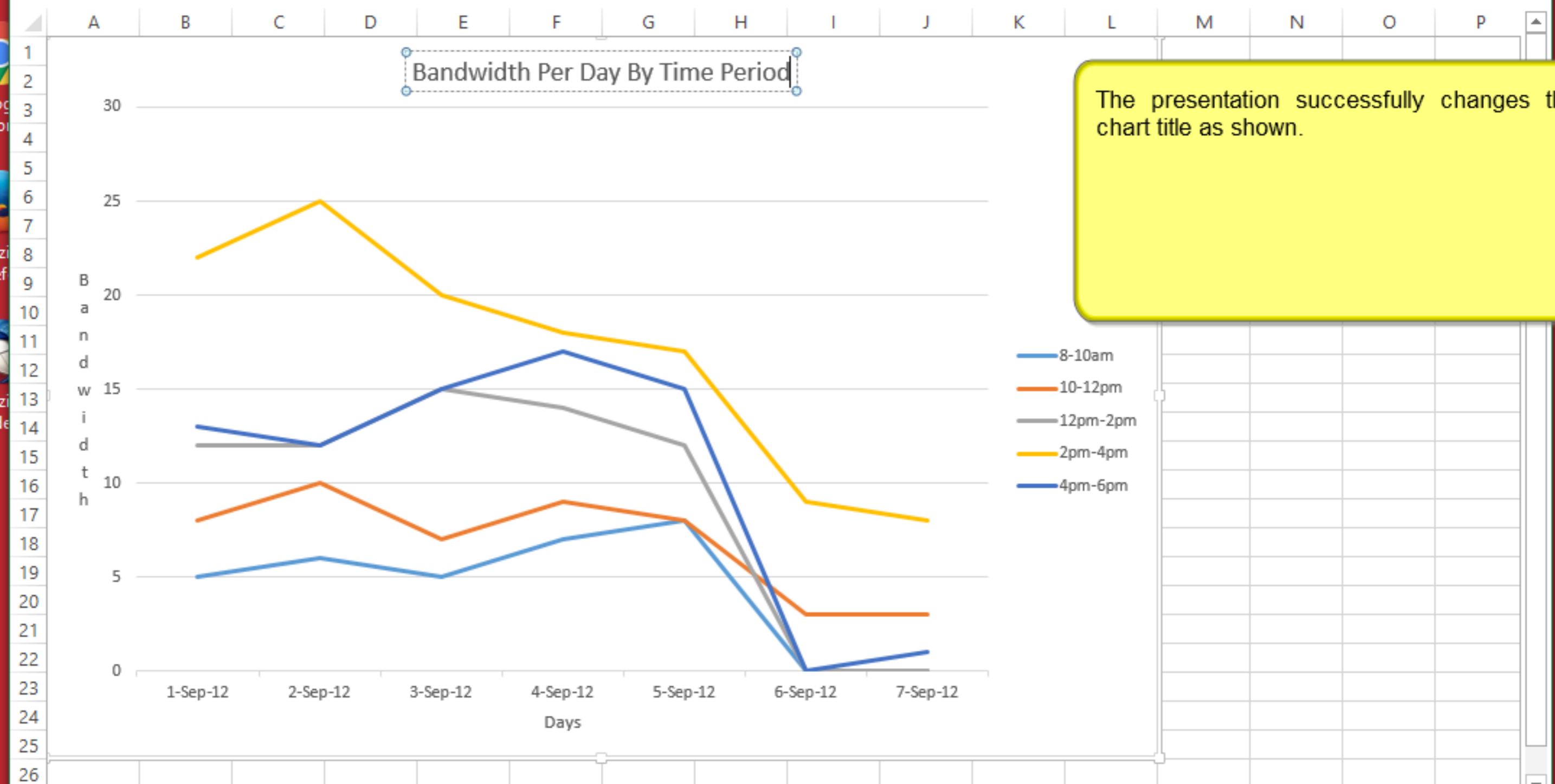
- Vertical alignment: Center Mid...
- Text direction: Rotate all t...
- Custom angle
- Resize shape to fit
- Allow text to overf...
- Left margin
- Right margin
- Top margin
- Bottom margin

- Horizontal
- Rotate all text 90°
- Rotate all text 270°
- Stacked**

Under Format Axis Title, the presentation selects the Alignment option. Under Alignment, the presentation selects the "Stacked" option for the text.



The presentation selects the chart title.

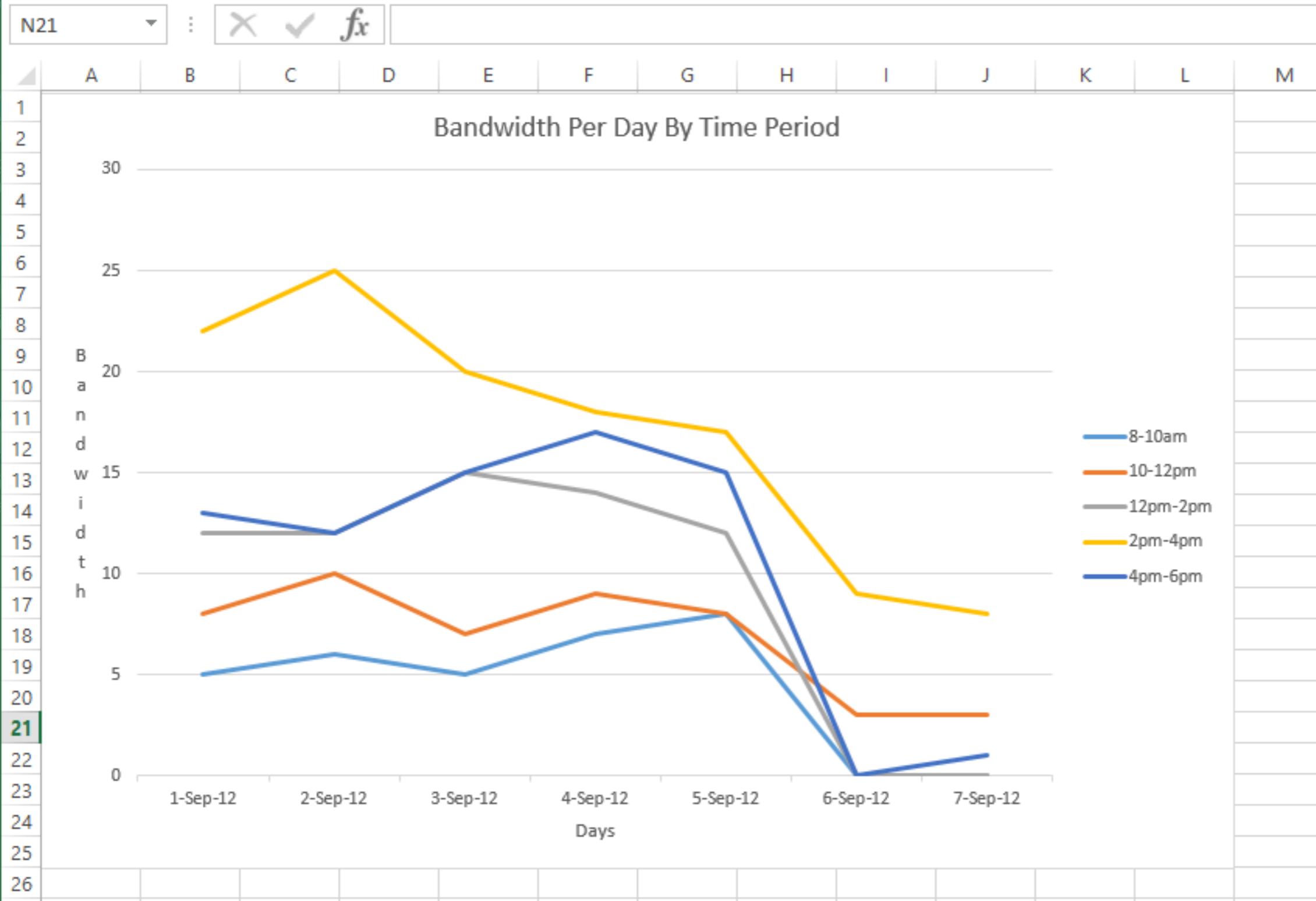


The presentation successfully changes the chart title as shown.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PivotTable Recommended PivotTables Illustrations Store My Apps Add-ins Recommended Charts Charts PivotChart Power View Reports Sparklines Filters Links

Line Column Win/Loss Slicer Timeline Hyperlink Text Symbols



Text Box Header & Footer WordArt Signature Line

Clipboard: Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: Number, Currency (\$), Percentage (%), Decimals (0, 2, 4)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

I3 :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Bandwidth Used (MB)														
2		1-Sep-12	2-Sep-12	3-Sep-12	4-Sep-12	5-Sep-12	6-Sep-12	7-Sep-12	Average							
3	8-10am	5	6	5	7	8	0	0	4.43							
4	10-12pm	8	10	7	9	8	3	3	6.86							
5	12pm-2pm	12	12	15	14	12	0	0	9.29							
6	2pm-4pm	22	25	20	18	17	9	8	17.00							
7	4pm-6pm	13	12	15	17	15	0	1	10.43							
8	Total	60	65	62	65	60	12	12								
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26																

The presentation selects the data shown to create the graph. Remember to use the "Ctrl" key to select the different columns.

	A	B	C	D
1		Bandwidth Used (MB)		
2		1-Sep-12	2-Sep-12	3-Sep-12
3	8-10am	5	6	
4	10-12pm	8	10	
5	12pm-2pm	12	12	
6	2pm-4pm	22	25	
7	4pm-6pm	13	12	
8	Total	60	65	

Insert Chart [?] [X]

Recommended Charts | **All Charts**

Clustered Column

A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

[OK] [Cancel]

The presentation selects the "All Charts" tab because the shown bar chart is not acceptable for the data.

	A	B	C	D
1		Bandwidth Used (MB)		
2		1-Sep-12	2-Sep-12	3-Sep-12
3	8-10am	5	6	
4	10-12pm	8	10	
5	12pm-2pm	12	12	
6	2pm-4pm	22	25	
7	4pm-6pm	13	12	
8	Total	60	65	

Insert Chart

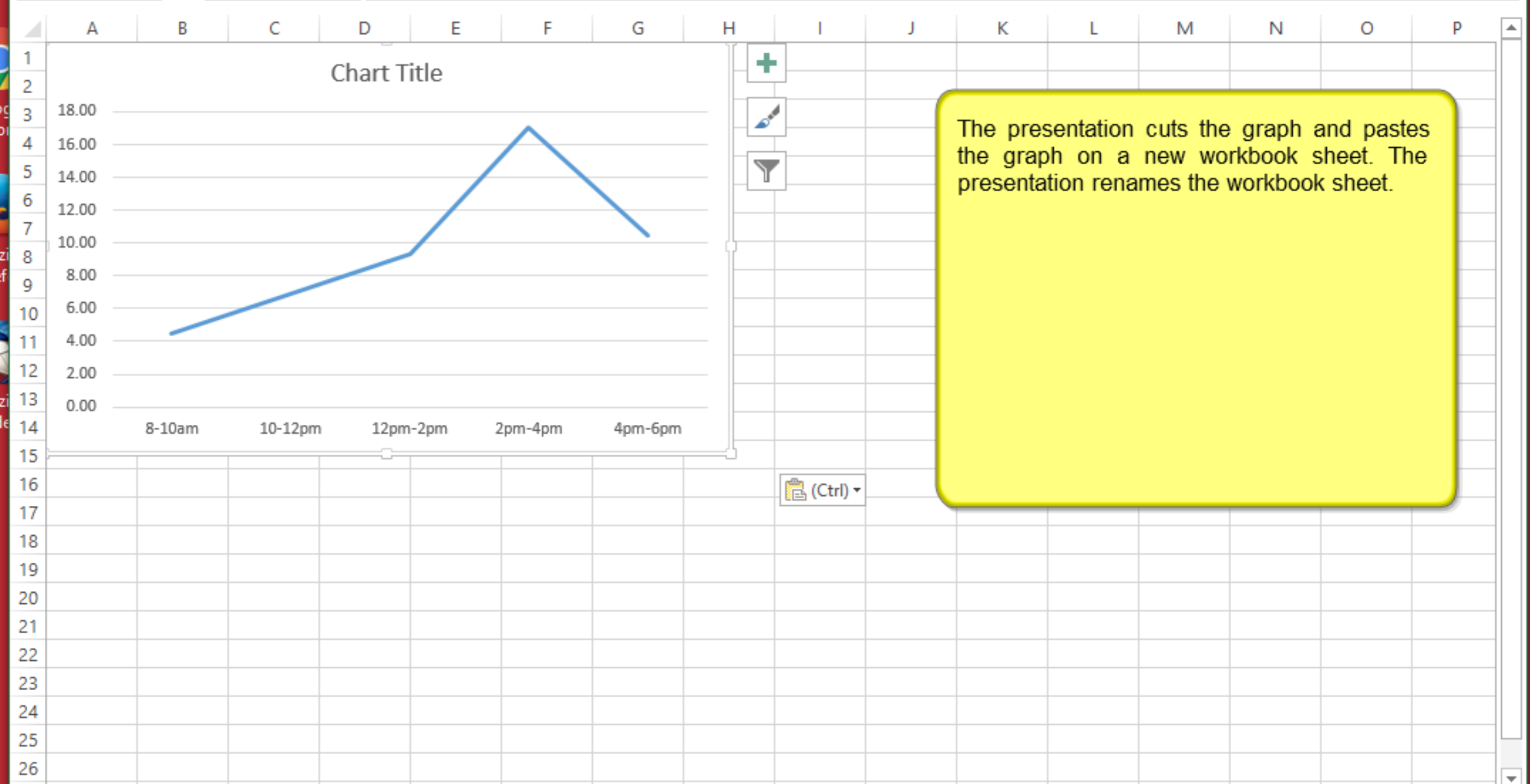
Recommended Charts | All Charts

- Recent
- Templates
- Column
- Line**
- Pie
- Bar
- Area
- XY (Scatter)
- Stock
- Surface
- Radar
- Combo

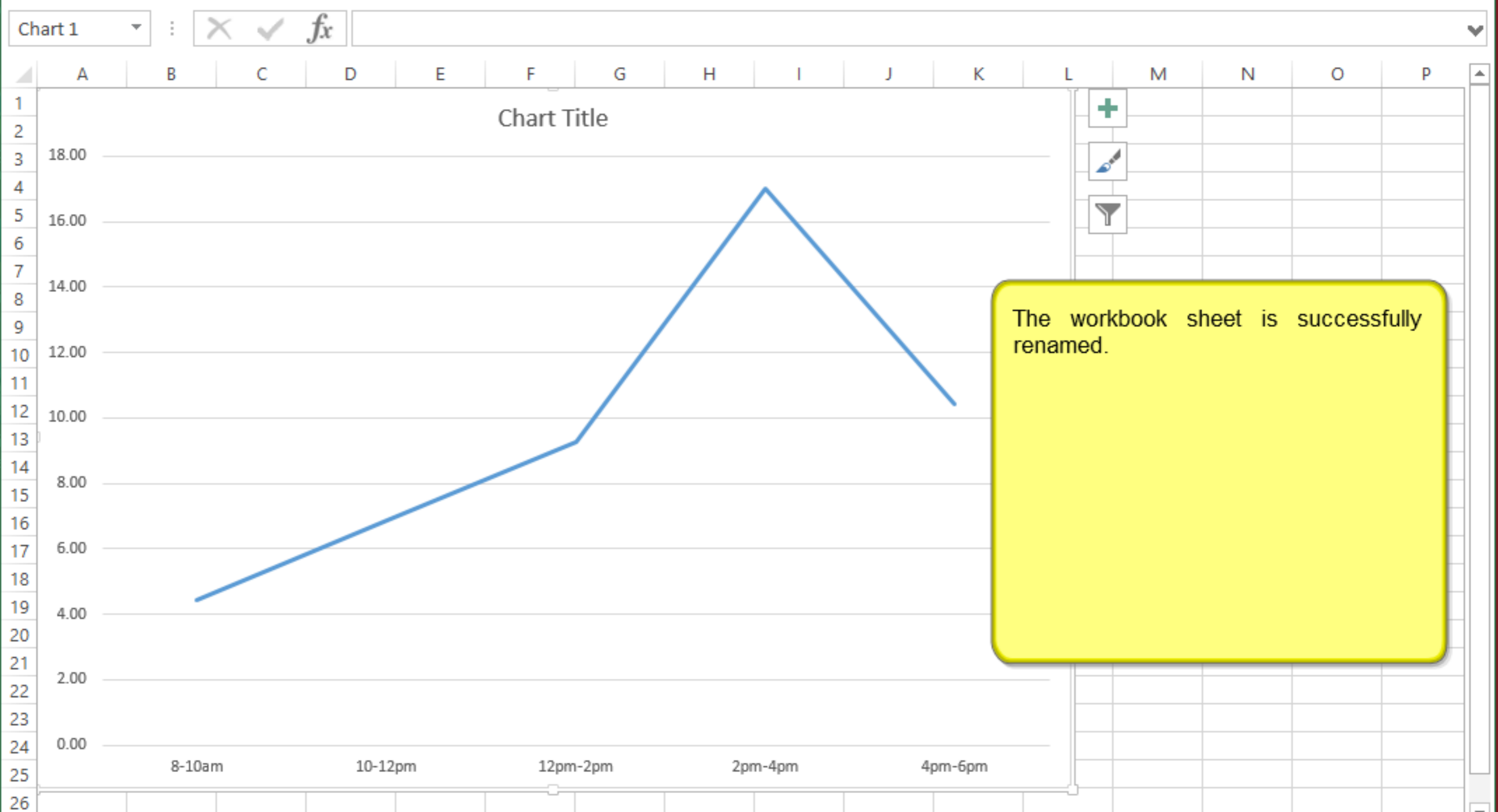
Line

OK Cancel

The presentation selects the "Line" for the line graph as shown. This is a better representation of the data.



The presentation cuts the graph and pastes the graph on a new workbook sheet. The presentation renames the workbook sheet.



The workbook sheet is successfully renamed.

Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS DESIGN FORMAT

Clipboard Font Alignment Number Styles Cells Editing

Chart 1

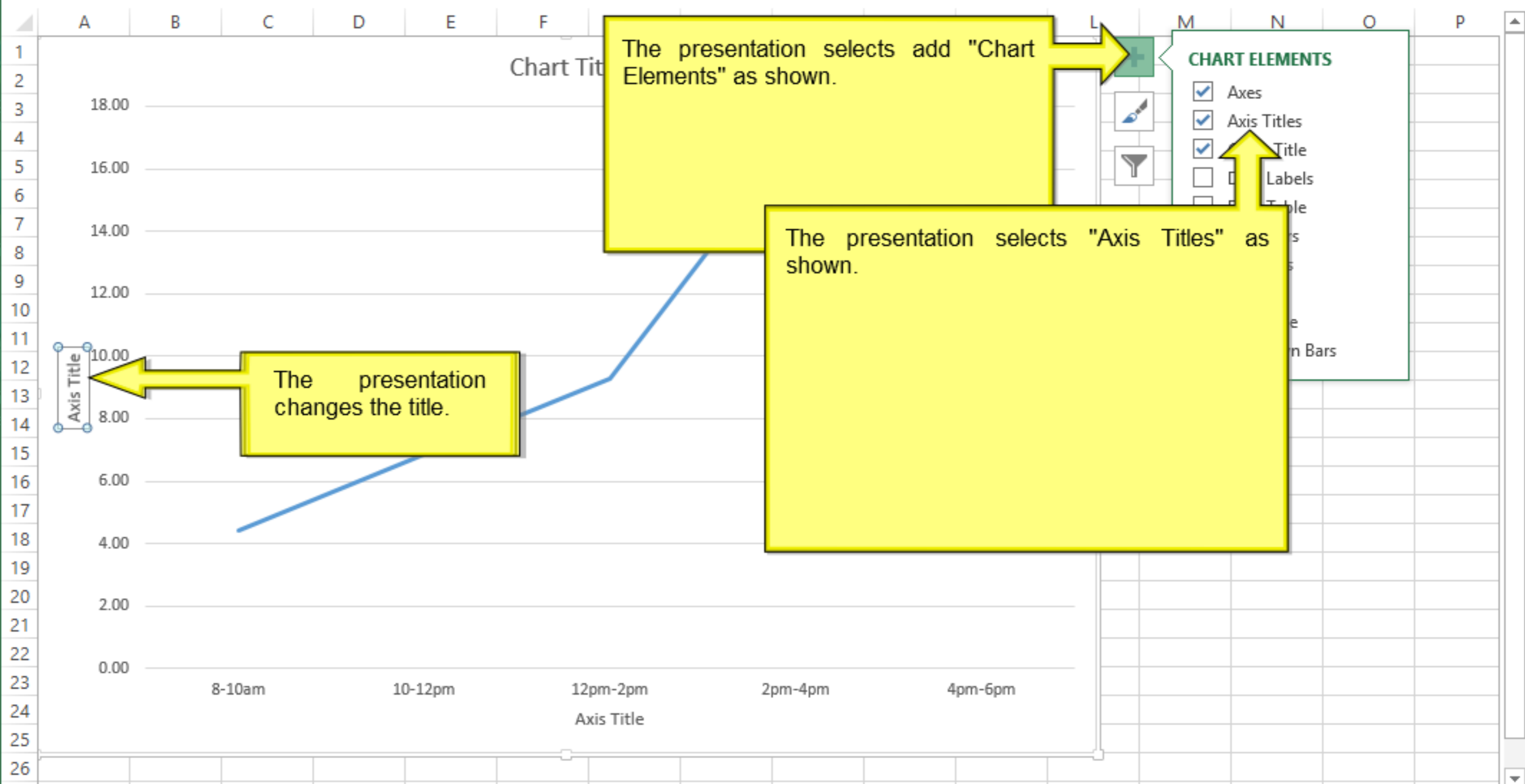
The presentation selects add "Chart Elements" as shown.

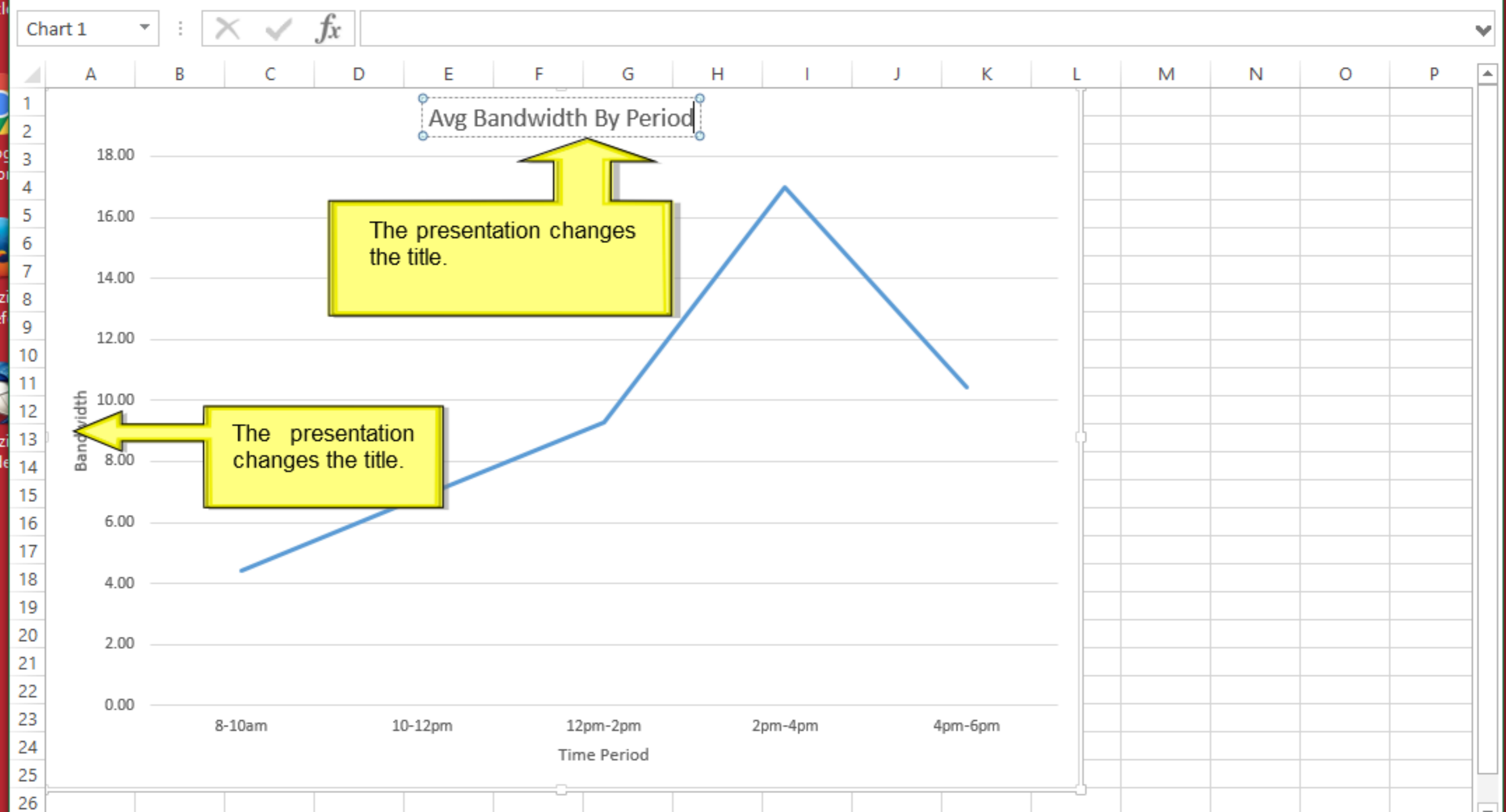
The presentation selects "Axis Titles" as shown.

The presentation changes the title.

CHART ELEMENTS

- Axes
- Axis Titles
- Title
- Labels
- Table
- Legend
- Data Table
- Data Bars

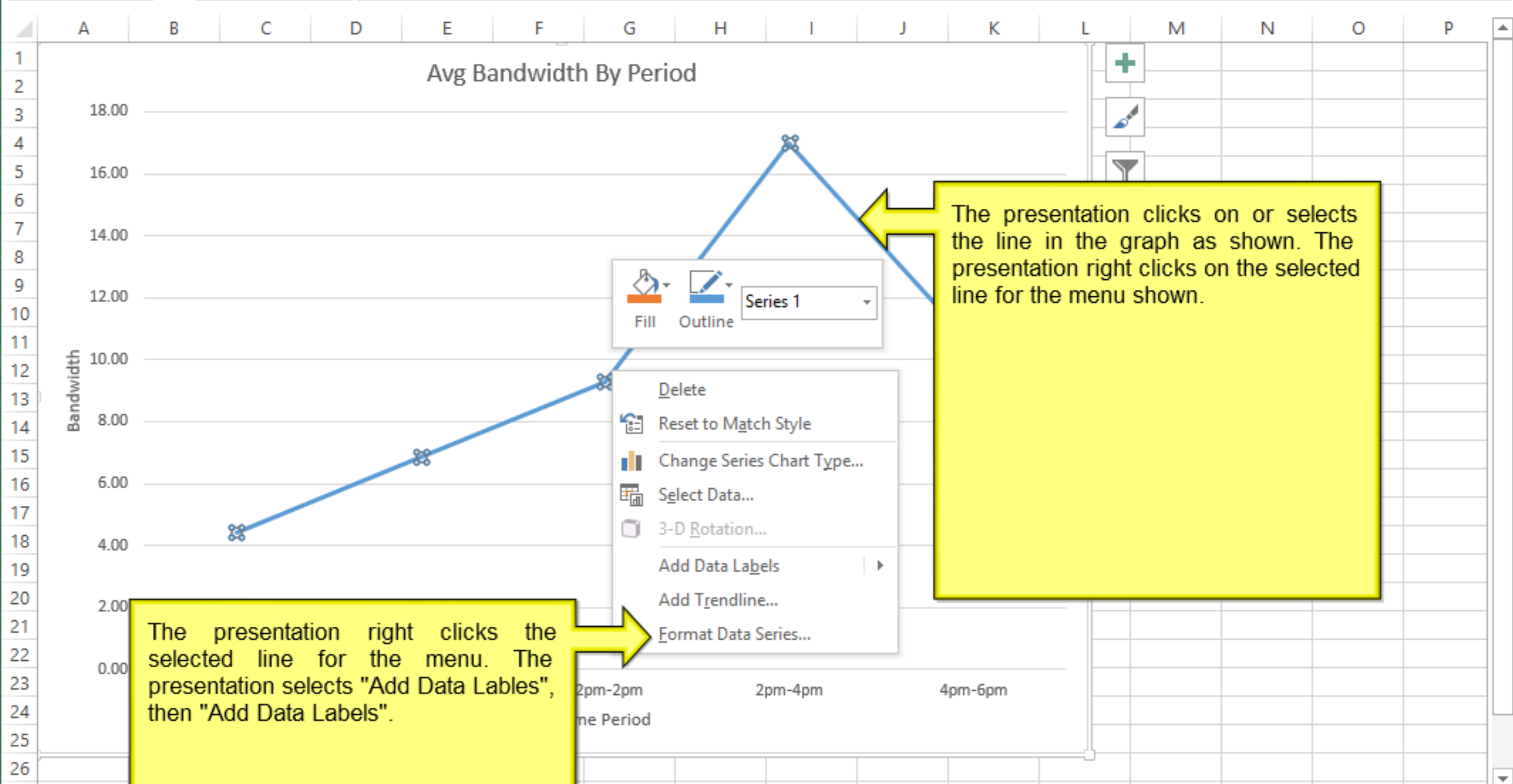




FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN FORMAT

Clipboard Font Alignment Number Styles Cells Editing

Chart 1: `=SERIES('Ch 4 ServerLogs'!A3:A7,'Ch 4 ServerLogs'!I3:I7,1)`

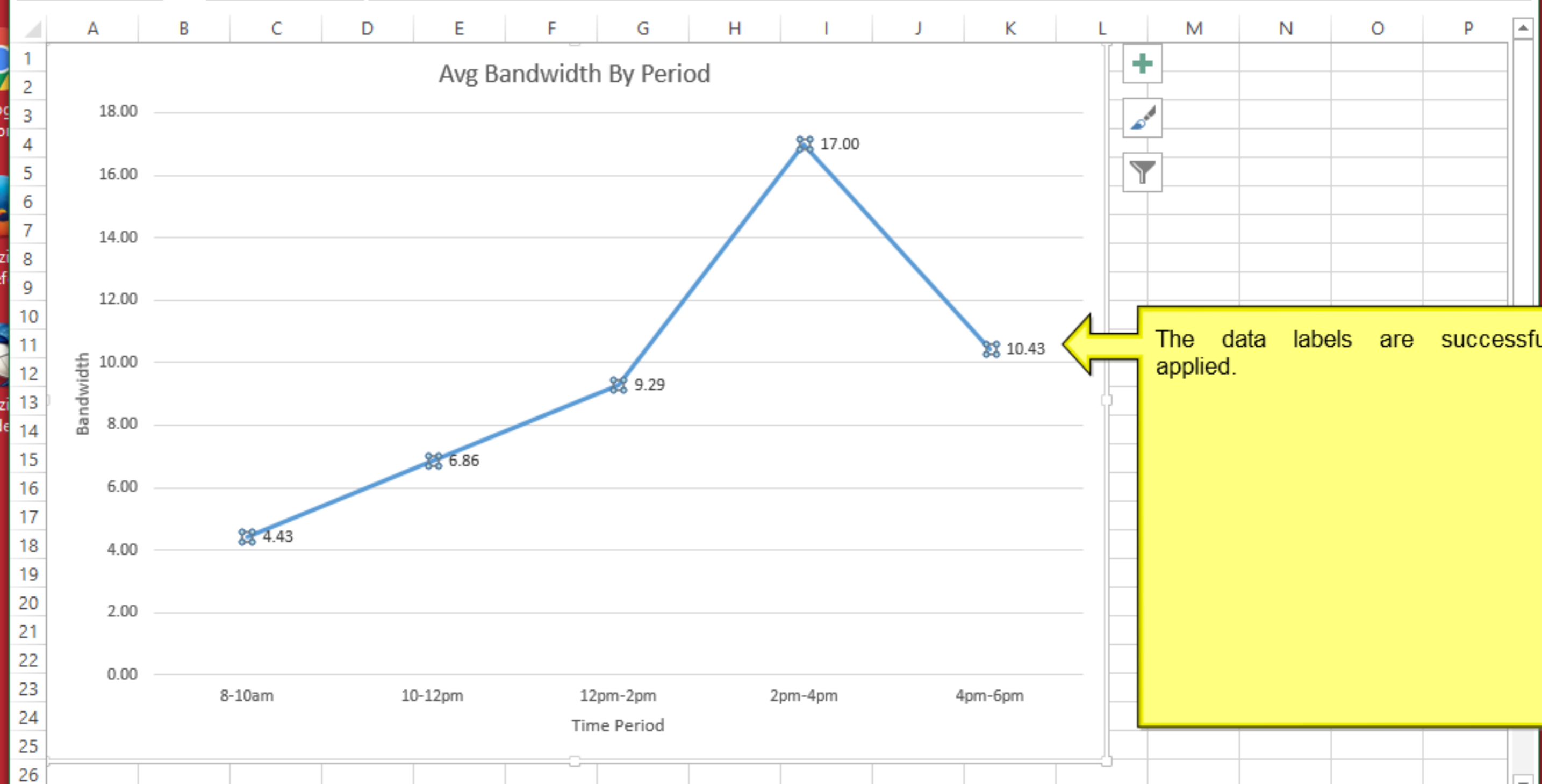


The presentation clicks on or selects the line in the graph as shown. The presentation right clicks on the selected line for the menu shown.

The presentation right clicks the selected line for the menu. The presentation selects "Add Data Labels", then "Add Data Labels".

Fill Outline Series 1

- Delete
- Reset to Match Style
- Change Series Chart Type...
- Select Data...
- 3-D Rotation...
- Add Data Labels
- Add Trendline...
- Format Data Series...



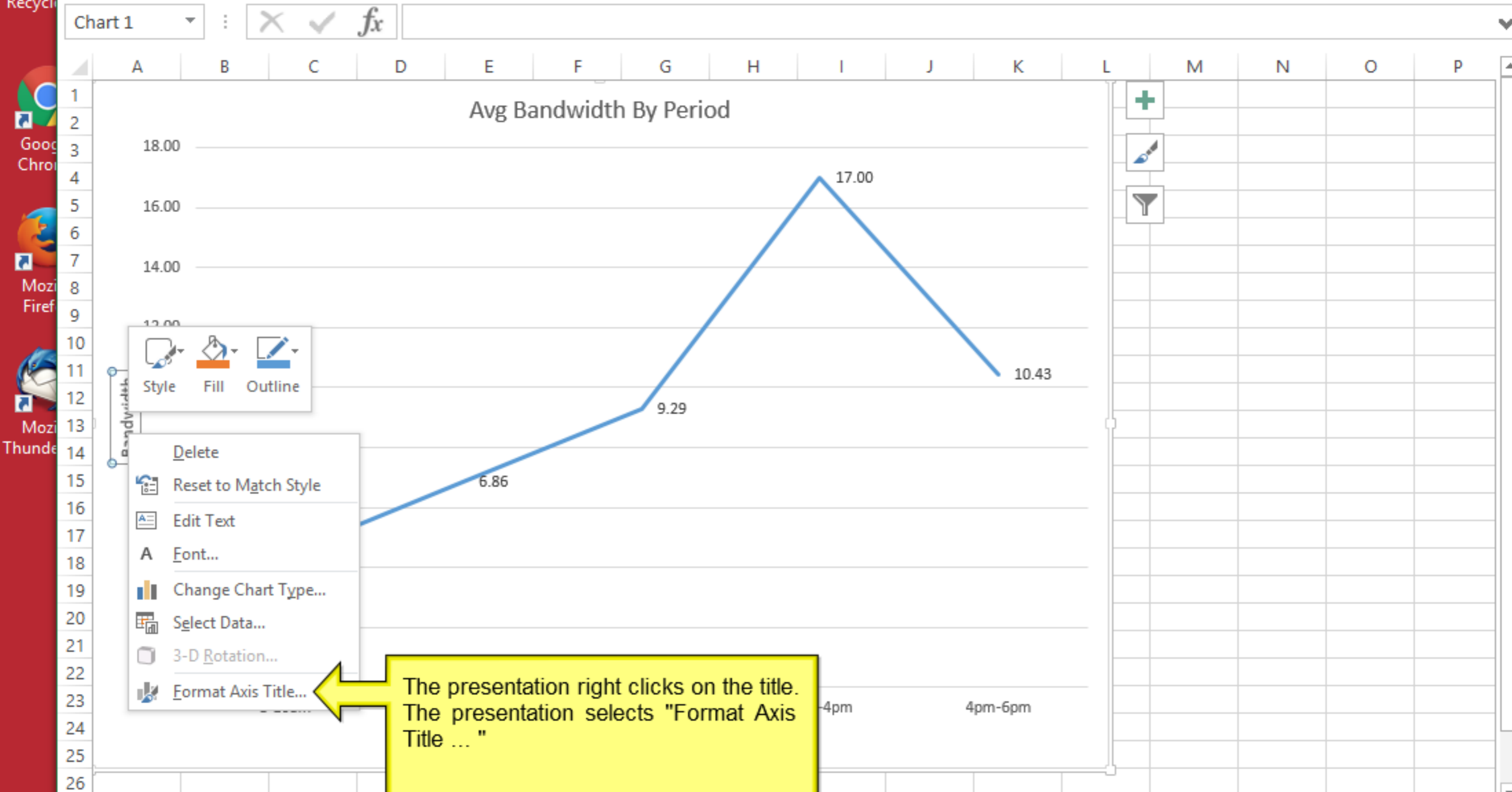
The data labels are successfully applied.

Ch 4 ServerLogs.xlsx - Excel

CHART TOOLS DESIGN FORMAT

Clipboard Font Alignment Number Styles Cells Editing

Insert Delete Format Sort & Filter Find & Select



Ch 4 ServerLogs.xlsx - Excel

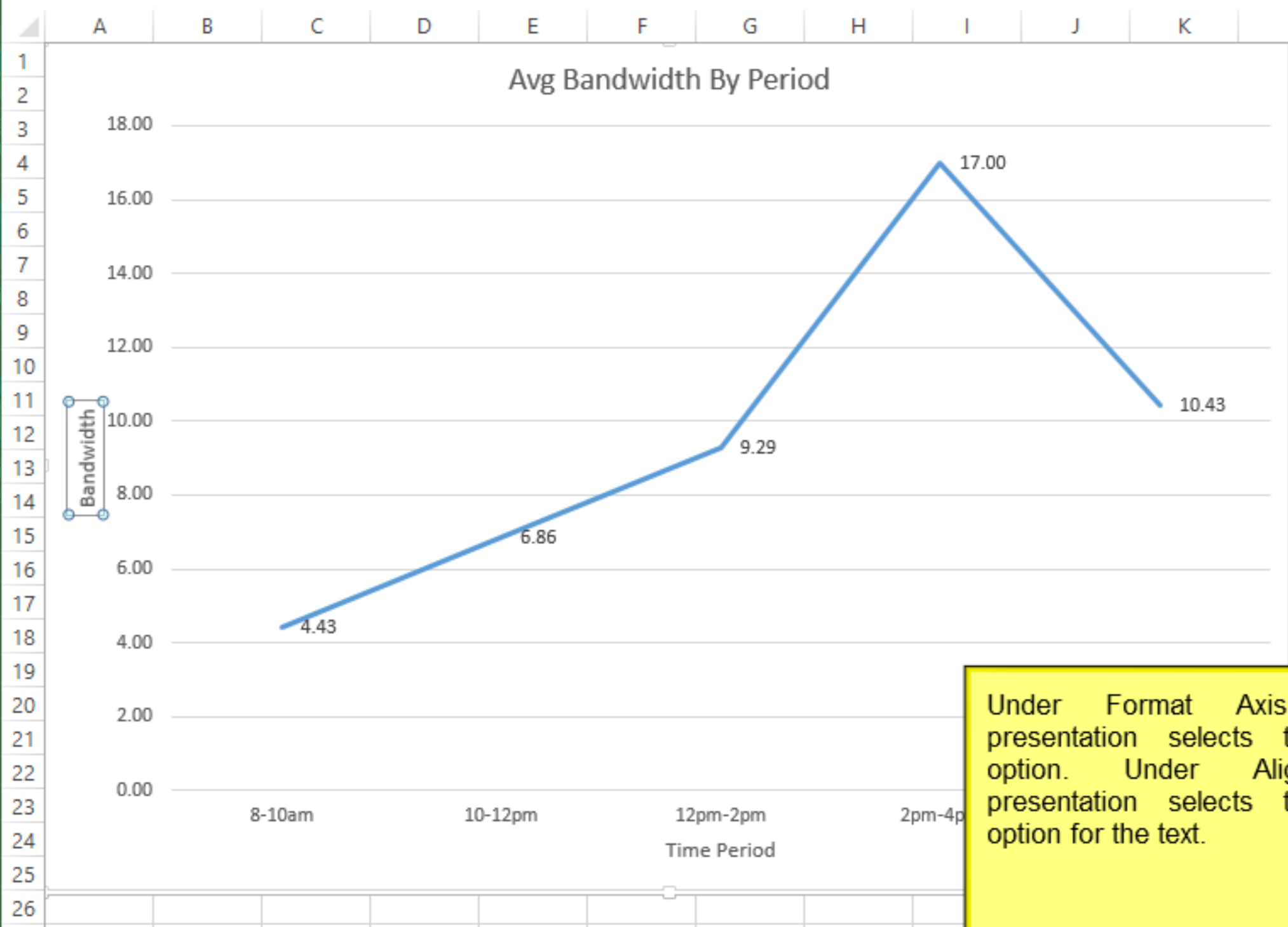
CHART TOOLS

DESIGN FORMAT

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Chart 1



Format Axis Title

TITLE OPTIONS | TEXT OPTIONS

ALIGNMENT

Vertical alignment: Center Mid...

Text direction: Rotate all t...

- Horizontal
- Rotate all text 90°
- Rotate all text 270°
- Stacked**

Under Format Axis Title, the presentation selects the Alignment option. Under Alignment, the presentation selects the "Stacked" option for the text.

Bandwidth By Time Period | Avg Bandwidth

READY

100%