



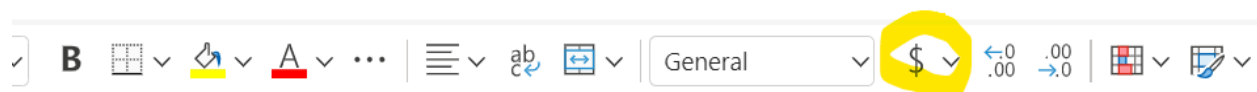
## Excel Activity: Comparing in Bar Charts

**Essential Learning Skills:** creating a bar chart, comparing two groups of data, adding clip art, changing alignment in a spreadsheet file, chart formats including labels, x and y axis', gridlines, titles, legends, moving charts on the spreadsheet, creating a footer, setting up Portrait format, and printing.

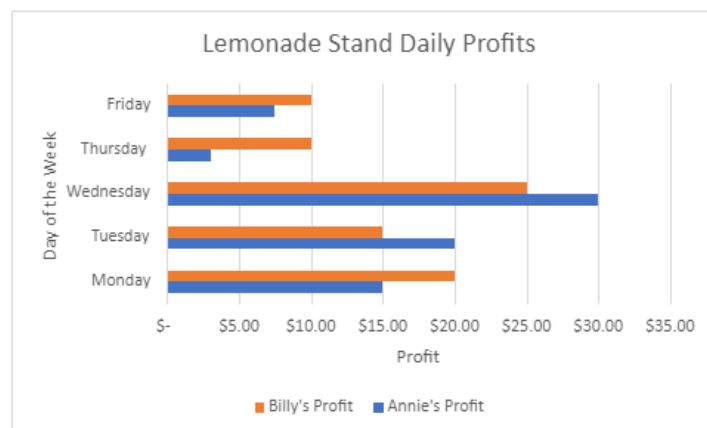
1. Open a new spreadsheet (workbook) file in Excel. **Name the file name:** [your name] Lemonade Stand Profits
2. Annie and Billy are brother and sister. Each summer, they run a lemonade stand on the corner of the street where they live. In the past, they have worked together and split the profits. This year, however, they have decided that they will each individually run the stand for a week and keep their own profits. Organize the information below into the spreadsheet.

Lemonade Stand	Annie's Profit	Billy's Profit
Monday	15	20
Tuesday	20	15
Wednesday	30	25
Thursday	3	10
Friday	7.5	10

3. Format the numbers in columns B and C to be displayed as **Currency**. You know, **Money!!** **Click, Drag,** and **Select** the **Columns** you would like to change to **Currency**; then click the **Currency (Accounting) Icon** on the toolbar. You will now see dollar signs next to each amount.



4. Use the information in your spreadsheet to create a bar chart. Your chart should look something like this . . . . . It can be vertical or horizontal.



## 5. Finishing

- Type your name in cell G1
- Make sure you had changed the file name to: [your name] Lemonade Stand Profits
- Send to Ms. McMillan in a proper email
  - i. You may attach the file or share the link with me but be sure to write a proper message to me... See example below.

Send ▼ ? ▼ 🗑️ 📧

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To 📧 Lea McMillan × Bcc

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Cc


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Lemonade Profit Excel Draft saved at 9:49 AM

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Dear Ms. McMillan,

Here is my excel sheet about lemonade profits.

 [Bob Lemonade Stand Profit.xlsx](#)

Thanks,  
Bob