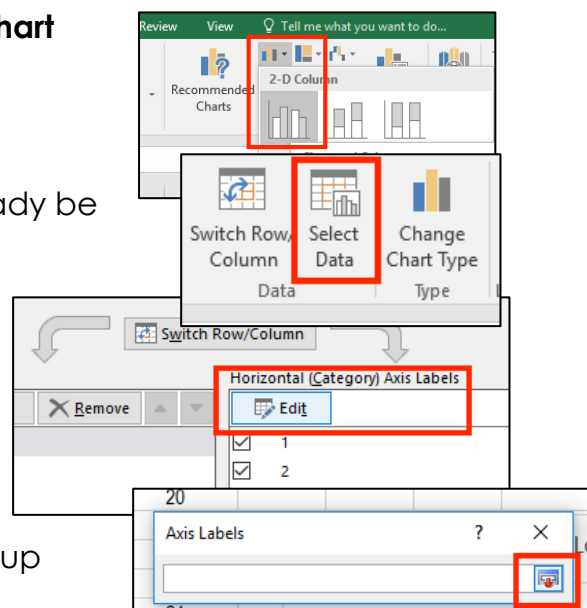


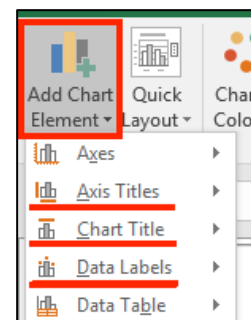
School Play Spreadsheet – Graph Task

Graph 1:

1. Highlight the cells which show the total cost per night (cells B9 to D9)
2. **Insert > Column Chart >** choose a **2D Column chart**
3. To add the names at the bottom:
 - a. click on the chart
 - b. click the **Design** tab at the top (it might already be clicked)
 - c. click **Select Data**
 - d. click the **Edit** button on the **Horizontal (Category) Axis Labels** side
 - e. **select** cells B4 to D4 (the days) > click the **red button** at the end of the Axis Labels pop up box > then click **OK**



4. Click **Add Chart Element**
 - a. the **horizontal axis title** needs to be Day
 - b. the **vertical axis title** needs to be Costs (£)
 - c. the **chart title** needs to be Costs per night
 - d. display **data labels** above each column



Graph 2:

The second graph needs to show costs and income for each night

5. Select cells **B9 to D9** and create a new **2D Column Chart**
This is the same data you already made chart for
6. Click **Select Data**
7. On the **left side** find the **Legend Entries (Series)** > click **Add**
8. **Add** cells **B12 to D12** (the income for each night) to the chart
9. Now use instructions 3 and 4 above to **format** the chart
10. **Move** the chart to a new sheet

