



Modifying Advanced Chart Options



In this activity, you will add borders and shading to a spreadsheet.

1. Start the spreadsheet program of your choice.
2. Open your **Time Sheet-[your first initial and last name]** file.
3. Do one of the following:
Google Sheets: Click the **drop-down arrow** to the right of the Chart1 tab.
Microsoft Excel: Right-click on the Chart 1 tab.
4. Click **Rename**.
5. Change the name of the chart to **Line Chart**.
6. Using **Advanced edit** in Google Sheets or Format Selection in Microsoft Excel, make the following revisions:
 - Change the title of the chart to **Hours Worked**.
 - Click on the box directly under **Legend** and select **None** to remove the legend. (No legend appears in the Microsoft Excel chart.)
 - Change the **Horizontal Axis Title** to **Day**.
 - Change the **Left Vertical Axis Title** to **Hours**.
 - Change the **Series** line **Color** to **green**
7. Click **Update** or OK to apply your changes.

Your completed spreadsheet should look similar to Figure A2-6.

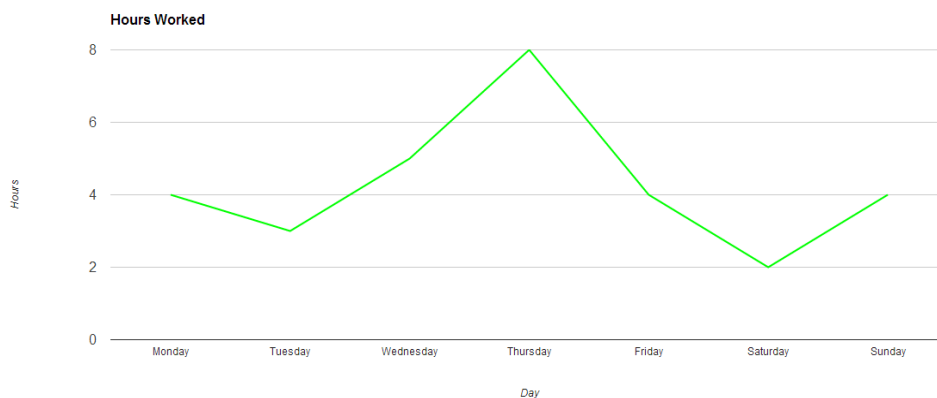


Figure A2-6

8. Close your spreadsheet.