

# Microsoft Office Excel 2007

## Case | Kenai Fjords National Park

Maria Sanford is the chief of interpretation at Kenai Fjords National park. Part of her job is to report on park usage at each visitor center and all visitor centers. She has recorded last year's usage data in an Excel workbook. She asks you to present this data in a 3D column chart for an upcoming meeting with her supervisor. She wants the chart to show the monthly usage totals organized by visitor center.

Complete the following:

1. Open the **Kenai** workbook located in the **SeaJte dririve\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **Kenai Fjords Park**.
3. In the Documentation sheet, enter your name in cell **B3** and date in cell **B4**.
4. In the park Usage data worksheet, select the range **A4:D16**, and then insert the **3D** column chart.

**Hint:** After selecting the range, go to **insert** tab →**Column** → select the last chart in the **3D column** section in the charts gallery.

5. Move the chart to a chart sheet named **Monthly visits**.  
**Hint:** Under Design tab, click the **Move chart** button. Once the move chart dialog box opened, select the **new sheet** check box and replace “**chart**” with **Monthly visits** as a worksheet name. Click **OK** to complete the steps.
6. Place the **monthly visits chart** sheet directly after the **Documentation sheet**.  
**Hint:** To move the worksheet, simple click and drug the worksheet.
7. Change the style of the chart to **style 34**.  
**Hint:** Chart styles are located under design tab.
8. Insert the chart title **Kenai Fjords National Park 2009 census** at the top of the chart area.  
**Hint:** To insert chart title, go to **Layout tab** →**Chart title** → and select **above chart**. Once “**chart title**” displayed on your chart, just type the above chart title and press **Enter** key to display your chart title.
9. Set the font size of the title to **24** points.
10. Remove the **legend** from the chart.  
**Hint:** To remove the legend, go to **Layout tab** → **Legend** → and select **None**.

11. Add the title **Monthly Visitors** to the vertical axis.  
**Hint:** To add vertical axis, go to **Layout tab** →**Axis titles** →**Primary Vertical axis title** →**Vertical title**. Once “**Axis title**” displayed on your chart, just type the above chart title and press **Enter** key to display your chart title.
12. Rotate the title **90<sup>0</sup>** and set the font size to **14** points.

**Hint:** To rotate the title, under **layout tab** →**Axis titles** →**primarily vertical axis title** → then select **Rotated title**.

13. Rotate the **3D** chart using the following parameters:

**Hint:** Go to **Layout tab** →**3-D Rotation**

- a. X-axis rotation **30<sup>0</sup>**

- b. Y-axis rotation  $20^0$
  - c. Perspective  $25^0$
14. Insert a data table without legend keys below the 3D chart to provide values so that the reader is not confused about the relative sizes of the different columns.
- Hint:** Layout tab → Data table → show data table.
15. Change the fill color of the **Exit Glacier** series to **light blue**.
- Hint:** To change the color, click on the chart columns for **Exit Glacier** → under **Home tab**, select the **light blue** from the **fill color** icon.
16. Change the fill color of the **visitor center** series to **orange**.
- Hint:** You may use the hint on the step # **15**.
17. In the **Park Usage Data** worksheet, select the range **B4:D4; B17:D17** and then insert a **3D pie chart**.
18. Move the embedded chart to a chart sheet named **Center Visits**.
19. Make sure that **the center Visits** sheet directly after the **Monthly visits chart** sheet.
20. Insert the chart title **Kenai Fjords National Park: Visits by center** above the pie chart, and set its font size to **24** points.
21. Move the chart legend below the pie chart, and change its font size to **18** points.
22. Change the fill color of the **Exit Glacier slice** to **light blue**
23. Change the fill color of the **visitor center slice** to **Orange**
24. Add data labels to the outside end of the pie chart showing the values of each slice. (not percentage)
25. Set the labels font to **18** points.
26. Go to the class website, open the answer key for this assignment and compare your work with the answer key.
27. Once you compare and make corrections, save your workbook and email it to your instructor as an attachment: [Yonas8314@gmail.com](mailto:Yonas8314@gmail.com)