

# Exercise B

## ❖ **Open a Presentation** ❖ **Add New Slides** ❖ **Insert a Graph on Slides** ❖ **Move Slides**

### Notes

You can insert a graph on a slide to compare data or show trends. Practice with this exercise.  
 ✓ Some presentation graphics programs use the term *chart* rather than *graph*.

### Vocabulary

chart	datasheet	bar or column chart	legend
graph	pie chart		

### Directions

1. Open the PG08 presentation file.
2. Save the file as SALES.
3. Display slide 3.
4. Insert a slide with placeholders for a title and a single large chart.
5. Enter **1998 vs. 1999** as the title for the new slide.
6. Select the chart placeholder, and enter the following graph data in Illustration 1 below.  
 ✓ Sometimes, you have to delete example data (in cells that you haven't edited already) in the datasheet to ensure your graph is correct.
7. Add **Quarterly Sales, in Millions** as the graph title.
8. Display slide 4.
9. Insert a slide with placeholders for a title and a single large graph.
10. Enter **Sales by Product Line, in Millions** as the title for the new slide.
11. Select the chart placeholder, and enter the graph data in Illustration 2 below.
12. Change the graph to the **pie chart** type. (The default chart type is usually a **bar or column chart**.)
13. Move the **legend** to the bottom of the graph.
14. Spell check the presentation.
15. Display the small slide view.
16. Rearrange the slides into the order shown on the next page.
17. Save your changes to the presentation.
18. Close the presentation.

Illustration 1

		A	B	C	D
		Q1	Q2	Q3	Q4
1	1998	0.9	2.1	1.1	2.9
2	1999	1.2	2.6	1.4	3.3

Illustration 2

		A	B	C	D	E	F
		Printers	Service	Desktops	Notebooks	Cables	Accessories
1	3-D Colum	2.7	1.8	0.5	0.2	0.1	0.1

## 1999 Sales Review

Buckland Computers

1

## Sales by Quarter

- & Q1: \$1.2 Million
- & Q2: \$2.6 Million
- & Q3: \$1.4 Million
- & Q4: \$3.3 Million

2

## 1998 vs. 1999

Quarterly Sales, in Millions

Quarter	1998 (Millions)	1999 (Millions)
Q1	1.0	1.2
Q2	2.2	2.6
Q3	1.0	1.4
Q4	2.8	3.3

3

## Results Summary

- & Total Sales Revenue: \$8.5 Million
- & Revenue Increase: 21.7%
- & Operating Income Increase: 17.6%

4

## Sales by Product Line, in Millions

Product Line	Sales (Millions)
Servers	3.1
Printers	2.7
Service	1.8
Notebooks	-
Cables	-
Accessories	-

5

## Top-Selling Product Lines

- & Servers: \$3.1 Million
- & Printers: \$2.7 Million
- & Service: \$1.8 Million

6

## Year 2000 Goals

- & Increase Sales Revenue by 25% to \$10.625 Million
- & Increase Server sales by 10%
- & Increase Operating Income by 20%

7