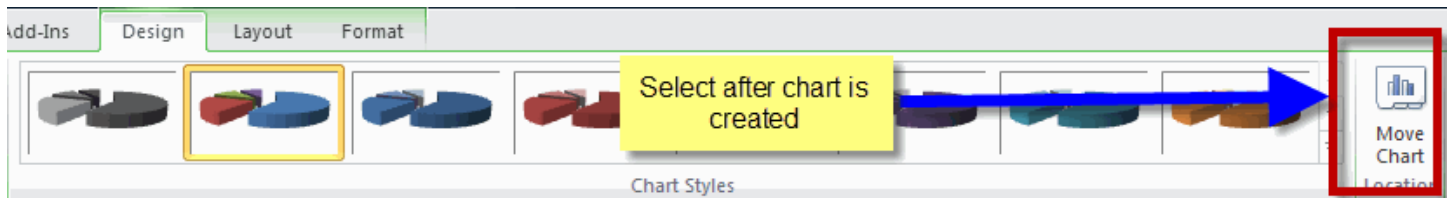


Creating a Pie Chart to Visually Display Expenses (65 Points)

Now that you have successfully set up your personal budget, formatted it to look professional, and added some formulas and functions analyze your overall income and expenditures, now you will add a pie chart to visually display your expenses.

Using only your monthly expense labels and your Annual expense totals, create a Pie Chart in a worksheet that will show how you are spending your money.

1. Highlight the appropriate data and create the pie chart and add that chart to a new worksheet.
 - a. Highlight the Monthly Expenses (not the title, just the expenses; i.e., electric, water, phone...)
 - b. Highlight the Annual totals for each expense
 - i. See Figure 7.1 for directions on selecting non-adjacent cells
2. Insert a 3D exploded Pie Chart from the Insert Tab
 - a. Ensure you move the chart to a new worksheet.



3. Add Data labels to your Pie Chart
4. Format the data labels
 - a. Show Category name
 - b. Show Percentages
 - c. Show Leader Lines
5. Add a title to your Pie Chart
 - a. See figure 7.2 for an example of how your Pie Chart might look
6. Rename the worksheet tab to Pie Chart.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Totals	Percentages
Monthly Income														
Tom's Income	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$42,000.00	
Monthly Expenses														
Electric	190	210	188	135	202	211	212	197	128	200	211	240	\$ 2,324.00	6%
Water	81	80	100	101	102	102	88	75	77	101	99	91	\$ 1,097.00	3%
Telephone	61	75	74	73	69	77	75	80	79	85	80	77	\$ 896.00	2%
Mortgage/Rent	925	925	925	925	925	925	925	925	925	925	925	925	\$11,100.00	26%
Car Pymt	315	315	315	315	315	315	315	315	315	315	315	315	\$ 3,780.00	9%
Car Insurance	105			105	105					105			\$ 1,260.00	3%
Cable TV	88			88	88					88			\$ 1,056.00	3%
Visa	70			65	66					90			\$ 922.00	2%
Child Care	710	710	710	710	710	710	710	710	710	710	710	710	\$ 8,520.00	20%
Groceries	301	300	290	240	305	305	250	278	301	350	240		\$ 3,423.00	8%
Entertainment	100	105	75	85	75	115	100	75	129	150	150		\$ 1,234.00	3%
Medical	81	100	108	119	120	107	83	93	75	112	120	75	\$ 1,195.00	3%
Total Expenses	\$3,027.00	\$3,088.00	\$3,068.00	\$2,961.00	\$3,082.00	\$3,157.00	\$3,038.00	\$3,043.00	\$2,950.00	\$3,090.00	\$3,222.00	\$ 3,081.00	\$36,807.00	

Figure 7.1 Highlighting non-adjacent cells

My Family Budget

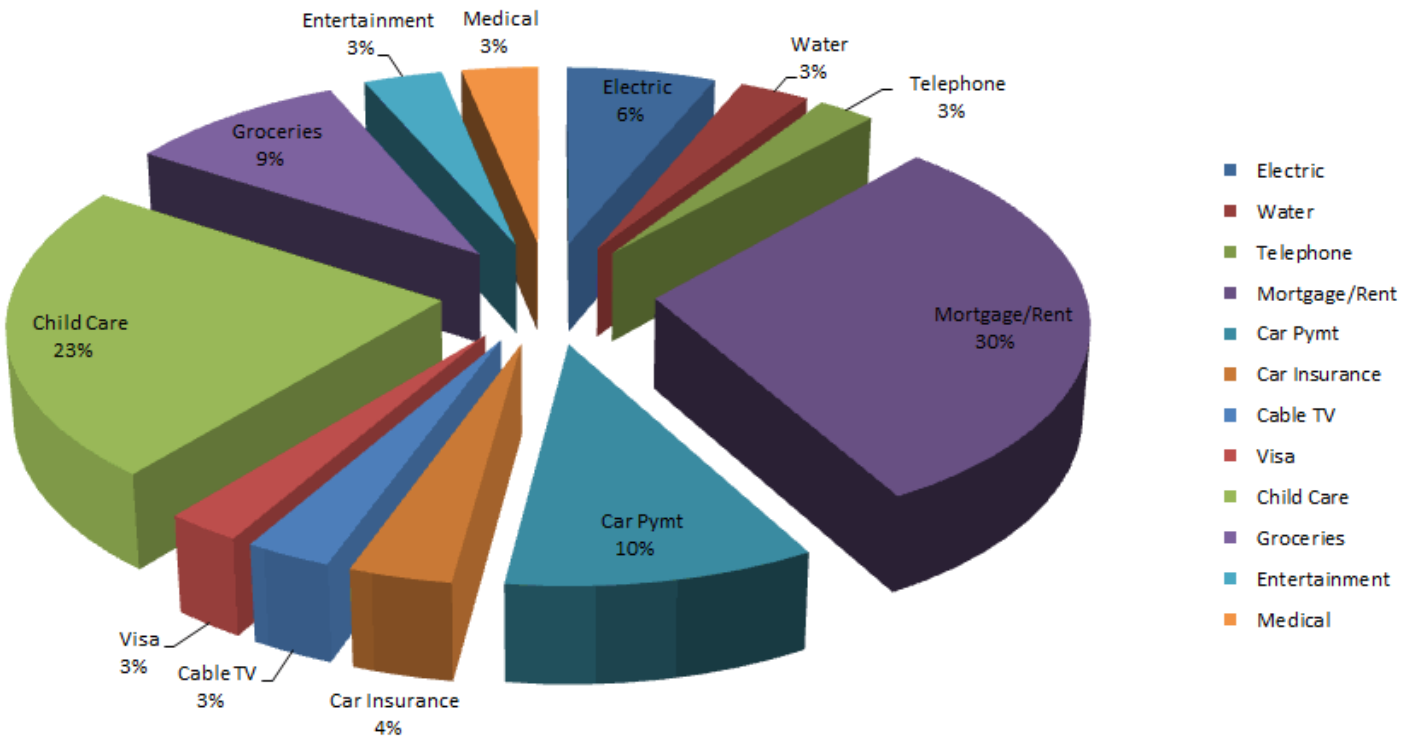


Figure 7.2 Pie Chart



Assignment Grading Rubric

Course: IT133 Unit: 7

Save your workbook and submit it to the appropriate Dropbox.

Review the grading rubric below before beginning this activity

Challenge Levels

Anyone up for a challenge? This course offers you the opportunity to go beyond the required course material. Two Challenge Levels are offered to supercharge your coursework: Whiz and Guru.

Challenge Levels are a great way for you to learn more about Microsoft Office, better improve your existing skills and abilities, and/or highlight how knowledgeable you are in the unit material. These levels do not count for additional points or guarantee a higher grade.

Challenge Levels offer you an opportunity to stand out, learn more, and gain confidence.

To start, follow the rubric and project instructions as normal. If you choose to try it, supplement your project with the challenge levels. Reach out to your instructor and do some research for resources. The "Whiz" level adds to the basic level, and the "Guru" level adds more challenges to the "Whiz" level.

If you start a challenge level, but it becomes too difficult to handle, please stick with the basic project instructions, as found in the rubric to calculate your grade. Most importantly—have fun with it!

Your Challenge Levels for this unit:

Excel® Whiz 2

Change the font and size of the data labels on your Pie Chart to Arial Rounded MT Bold and font size 12.5.

Leave the font color as Black.

Excel Guru 2

In addition to the Excel Whiz 2 challenge, add the following style to your chart area: Subtle Effect – Olive Green Accent 3.

Assignment 7 grading rubric = 65 points

Assignment Requirements	Maximum points possible for satisfactory completion of task	Points earned by student
1. Highlight the appropriate data and create the pie chart and add that chart to a new worksheet. <ol style="list-style-type: none"> a. Highlight the Monthly Expenses (not the title, just the expenses; i.e., electric, water, phone...) b. Highlight the Annual totals for each expense 	0-13	
2. Insert a 3D exploded Pie Chart from the Insert Tab and move to new sheet	0-13	
3. Add Data labels to your Pie Chart	0-13	
4. Format the data labels <ol style="list-style-type: none"> a. Show Category name b. Show Percentages c. Show Leader Lines 	0-13	
5. Add a title to your Pie Chart	0-10	
6. Rename the worksheet tab to <u>Pie Chart</u> .	0-3	
Total (Sum of all points)	0-65	