

## Chapter 15 Supplementary Activity

### Change Row Height

Complete Lesson 96 before you complete this activity.

You can set the height of rows just as you can set the width of columns. The height of rows is stated in points (72 points equal 1 inch). You can make the height larger or smaller than the default setting. You will set the row height in the steps below.

1. Start *Excel* and open a new blank worksheet.
2. Begin by setting a new height for row 1. Go to cell A1. Click **Format** in the Cells group on the Home tab. Choose **Row Height**. Key **36** in the **Row Height** box and click **OK**.
3. In cell A1, key your name.
4. Using the procedure from step 2, set the height for row 2 to be 24 points. Key the name of your school in cell A2.
5. Set the height for row 3 to be 18 points. Key today's date in cell A3.
6. Adjust the width of column A to be as wide as the widest entry.
7. Close the worksheet without saving.

## Chapter 15 Supplementary Activity

### Create a Bar Chart

Complete Lesson 96 before you complete this activity.

1. Start *Excel*. Open a new worksheet. Key data in the worksheet as shown below.

	A	B	C
1	<b>TEAM RECORDS</b>		
2			
3	<b>Team</b>	<b>Wins</b>	<b>Losses</b>
4	Football	5	3
5	Soccer	10	5
6	Baseball	9	8
7	Basketball	10	10

2. Create a bar chart. Key **TEAM RECORDS** as the title.
3. Show axis titles, data labels as values, and a legend. Use **Team** and **Wins and Losses** for the axis titles.
4. Place the chart in the worksheet below the data. Resize the chart, if needed, to make the data easy to read.
5. Save the worksheet as *C15 Bar Chart*. Print the chart. Close the file.