*Prepared Exam—Chapter
GO! with Microsoft® Office 2016*

*Excel Chapter 3*

Recreation Department Annual Expenses and Forecast

1. Start Excel and open *e03\_RecreationExpenses*. Save the file as **Lastname\_Firstname\_exam\_Recreation\_Expenses** using your first and last name.
2. In cells G5:G9, enter a formula to calculate the % of Total Expenses to show the percent of annual expenses for each row compared to the annual total in F10. Use an absolute reference as needed. Format the result as Percent Style with no decimal places.
3. Create a 3-D Pie chart using the nonadjacent ranges A5:A9 and F5:F9. Move the chart to a new sheet named **Annual Expenses**
4. Change the chart title to **Annual Recreation Expenses** Format the chart title with the WordArt Style Fill – Brown, Accent 3, Sharp Bevel. Change the font size to 24.
5. Remove the legend and add data labels. The data labels should display the Category Name and Percentage and be positioned as Center. Format the data labels with bold and change the font size to 14.
6. Format the data series using a 3-D Format. Change the Top bevel and Bottom bevel to Cool Slant. Set the Width and Height for both the Top bevel and Bottom bevel to 50 pt. Change the Material to the Special Effect – Flat.
7. Under Series Options, set Angle of first slice to 115 for the Salaries and Benefits slice so that it is in front of the pie. Explode the Miscellaneous Expenses slice to 15%. Change the Fill Color of the Miscellaneous Expenses slice to a solid fill color using Brown, Accent 3, Lighter 40%.
8. Format the chart area by applying a gradient fill using the Preset gradient Top Spotlight – Accent 2.
9. On the Expenses sheet, copy the value in cell F10 to cell B35, copying values and formatting. In cells C35:F35, enter a formula to calculate the projected expense based on the forecasted increase in B31. Format the range C35:F35 with the same formatting as cell B35.
10. Insert a Line with Markers chart using the ranges B4:E4 and B10:E10 and position the chart with the upper left corner in cell A12. Change the chart title to **Recreation Expenses by Quarter**
11. Insert a center footer with file name. Display worksheets landscape, centered horizontally.
12. Save your workbook and submit the file to your instructor as directed.