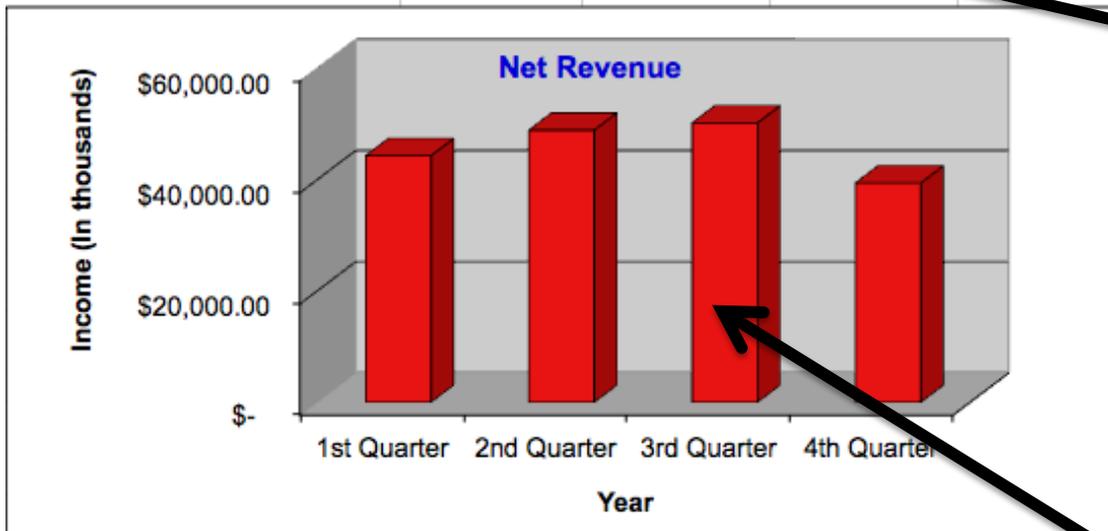## Microsoft® Excel

Chart Model Piece - Handout

Fontana *Cellars & Inn*

Income Statement Data
YEAR ENDED JUNE 30TH

Income Statement Data (in thousands)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Yearly Revenue
Net Revenue	$ 44,358.00	$ 48,969.00	$ 30,266.00	$ 39,456.00	$ 183,049.00

1. Highlight Chart Data
1.Click hold and drag over the section of data that you would like to see appear in the chart. This includes text and titles. Eg: From "income Statement Data" to "$39,456".

2. Select a Chart
1. With the data highlighted, select: Main Menu / Charts / then sellect a style of chart (column?). It will automatically appear. Now begin formatting the chart.

3. Fomatting a Chart
1. The trick to custom formatting a chart is to double click on anything you want to change, form text, size, to colors.

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