**Waterfront Bistro Performance Stats Instructions**

1. Open WBPerfStats.xlsx. Save as LastName\_WBPerfStats in your Cobra folder.
2. Insert a header with your name left aligned and the file name right aligned.
3. Insert a footer with the date centered.
4. Select A3:E4, hold down Ctrl, and then select A8:E8.
5. Under the Insert tab, in the charts group, insert the 2-D Line with Markets chart.
6. With the Chart Tools Design tab active, select the Layout 12 option under the Quick Layout tool.
7. Move the chart below the worksheet data, positioning the chart with the top edge in row 11.
8. Select A3:E3, A5:E5, and A9:E9 and create the same line chart from steps 3-4.
9. Move the new line chart below the first one, leaving a blank row in between.
10. From the Illustrations group, under the Insert tab, select the 12-Point Star shape.
11. Click in the white space above the legend in the first chart.
12. With the shape selected, change the shape width to 1.5”.
13. With the shape still selected, type **A strong finish!**
14. Select the text and press Ctrl+E to center the text horizontally. Under the Home tab, center align the text and change the font to size 10pt and bold it.
15. Position the shape, if needed, so it is aligned above the legend in the chart.
16. From the Illustrations group, under the Insert Tab, select the Wave shape.
17. Click in the white space above the legend in the second chart.
18. With the shape selected, change the shape width to 1.5”.
19. With the shape still selected, type **Qtr 4 30% above NRA!**
20. Select the text and press Ctrl+E to center the text horizontally. Under the Home tab, center align the text and change the font to size 10pt and bold it.
21. Position the shape, if needed, so it is aligned above the legend in the chart.
22. Save the file and paste a copy into the ClassHandIn folder on Cobra.