**Directions: Using the information you collected last week on Black Friday and Cyber Monday deals, complete the following activities.**

**Activity 1: Enter and Format Data**

1. Open a blank Excel spreadsheet and save as “LastName\_Thanksgiving” to your Excel folder on Cobra. Enter the following data from your notes into the appropriate cells. Bold the cells that are bolded below.



1. Format cells that include prices with the ACCOUNTING NUMBER format (should display with Dollar Signs and 2 decimal places).
2. Format cells that include the date to show as 1/14/00.
3. Format cells that include the time to show as 1:30 PM.

**Activity 2: Create Charts**

1. Select the RANGE A22:C24 and create a 3D Clustered Column Chart
	1. Move the chart to a new sheet and name it 3ItemsColumn.
	2. Using Quick Layouts – change the layout to Layout 3.
	3. Using Chart Styles – select Style 9.
	4. Select the Chart Title text and change the title to “3 Items I want to Purchase”
	5. Using Chart Elements – check “data labels” so the price of the items show on the chart.
2. Select the RANGE A27:C32 and create a 3D Clustered Bar Chart
	1. Move the chart to a new sheet and name it ComparisonBar.
	2. Using Quick Layouts – change the layout to Layout 5.
	3. Using Chart Styles – select Style 3.
	4. Select the Chart Title text and change the title to “Comparison Shopping”

**When finished, SAVE again and copy completed assignment to your “to be graded”
folder on Cobra.**