

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Creating a Chart Using the Chart Wizard	Add report controls	5.2.5
Formatting a Chart	Modify data sources	5.2.4
Changing Chart Types		
Saving a Database Object as Another File Type		
Printing a Database Object		



KEY TERMS

- chart
- chart body
- Chart Wizard
- client object
- legend
- PDF
- XPS

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Blue Yonder Airlines is a small but rapidly growing regional airline. In your position as Investor Relations Specialist, you assist in building investor relations programs, creating and distributing analyst reports, maintaining and updating databases, and preparing materials for conference presentations. In this lesson, you will create, save, and print charts that will be reproduced and included in a report detailing the growth of Blue Yonder Airlines. You will also save a table as a report to help communicate data in a more effective way.

The Bottom Line

CREATING A CHART USING THE CHART WIZARD

Charts are often used in the business world to give a visual representation of numeric data. Because a picture is worth a thousand words, charts play an important role in reports and presentations. In Access 2013, you can insert a chart into a new or existing form or report using the Chart control.

Creating a Chart Using the Chart Wizard

The Chart control lets you insert a chart into a new or existing report or form using a table or query as your data source. This allows you to insert a pictorial view of the data along with the numbers. Once a chart has been inserted, the Chart Wizard asks you questions about the chart you want and then creates the chart based on your answers. In this exercise, you will insert a chart into the Page Footer section of a report because it is a one-page report and it is helpful to show the data at the bottom of the page after the columnar data.

Take Note Charts and graphs are terms used synonymously in Microsoft Access. For example, the Chart control inserts a chart into reports or forms; however, a chart is referred to as a graph in Visual Basic for Applications (VBA) code.

A **chart** is a graphical representation of data. Although charts can contain various components used to help make data more meaningful, most are made up of two basic parts, the body and the legend. The **chart body** is the main area that displays the chart. The **legend** displays a list of the colors, shapes, or patterns used as categories in a chart.

Once a chart has been inserted into a report or form using the Chart control, the **Chart Wizard** asks you questions to quickly create a customized chart. Once you insert a chart, you may need to resize it later; you can do so by clicking and dragging the selection handles to increase or decrease the height or width.

You could also place the chart in the Detail section of the report and set the chart to change with each record by enabling this option within the Chart Wizard. You would then have a report displaying the record data and a chart for each record.

You can create 20 different charts using the Chart Wizard, including column, bar, area, line, XY scatter, pie, bubble, and doughnut charts.

To delete a chart, right-click it in Design view and select Delete from the shortcut menu.

STEP BY STEP

Create a Chart



GET READY. Before you begin these steps, be sure to turn on and/or log on to your computer and **LAUNCH** Access.

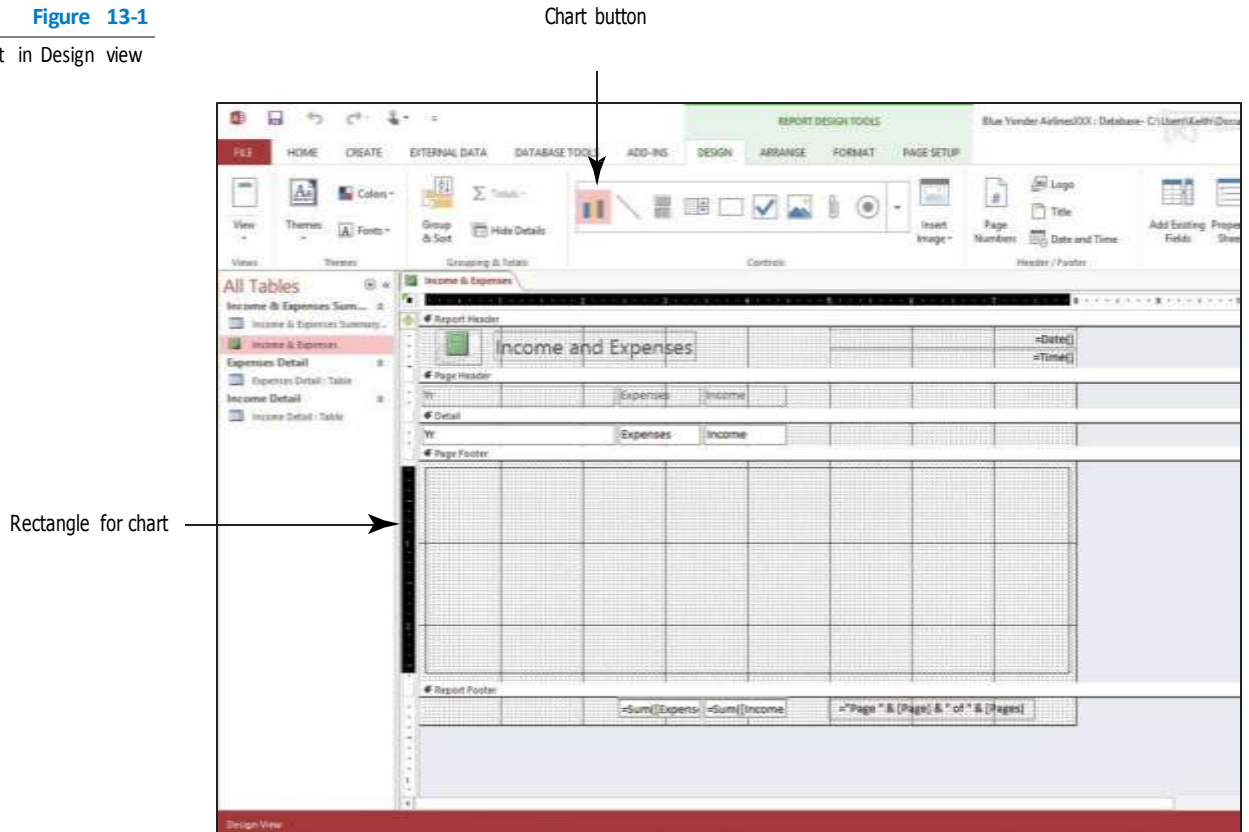
1. **OPEN** *Blue Yonder Airlines* from the data files for this lesson.

2. SAVE the database as **Blue Yonder AirlinesXXX** (where XXX is your initials).
3. Open the **Income & Expenses** report.
4. Switch to Design view.
5. On the REPORT DESIGN TOOLS DESIGN tab, in the Controls group, click the **Chart** button. The pointer changes to a plus sign with a chart icon.
6. Click in the upper-left corner of the Page Footer section and drag to the lower-right corner to create a rectangular placeholder where the chart will be inserted, as shown in Figure 13-1.



Figure 13-1

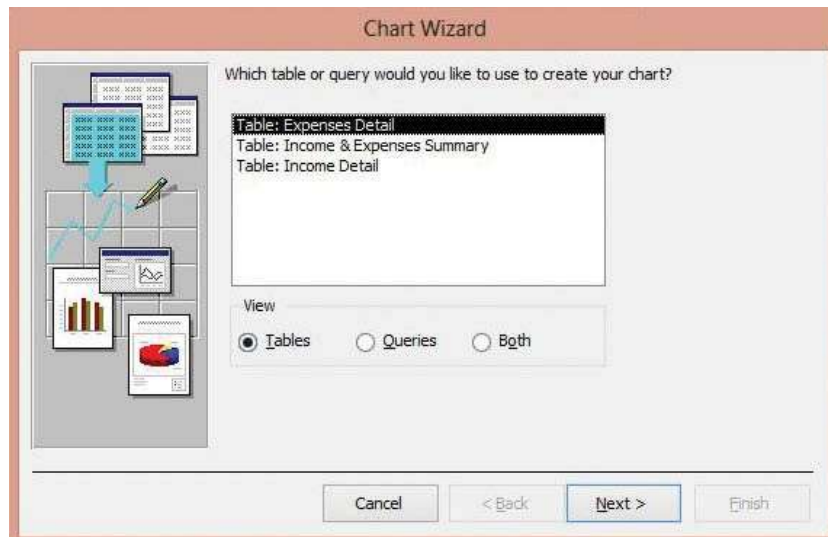
Report in Design view



7. Release the mouse button. The first Chart Wizard dialog box appears, as shown in Figure 13-2.

Figure 13-2

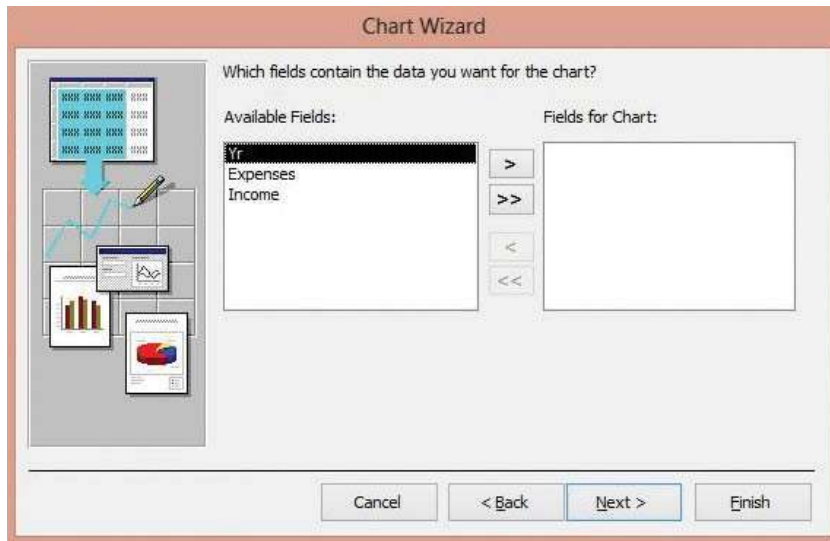
First Chart Wizard dialog box



8. Select the **Income & Expenses Summary** table as your data source and click the **Next >** button. The second Chart Wizard dialog box appears, as shown in Figure 13-3.

Figure 13-3

Second Chart Wizard dialog box

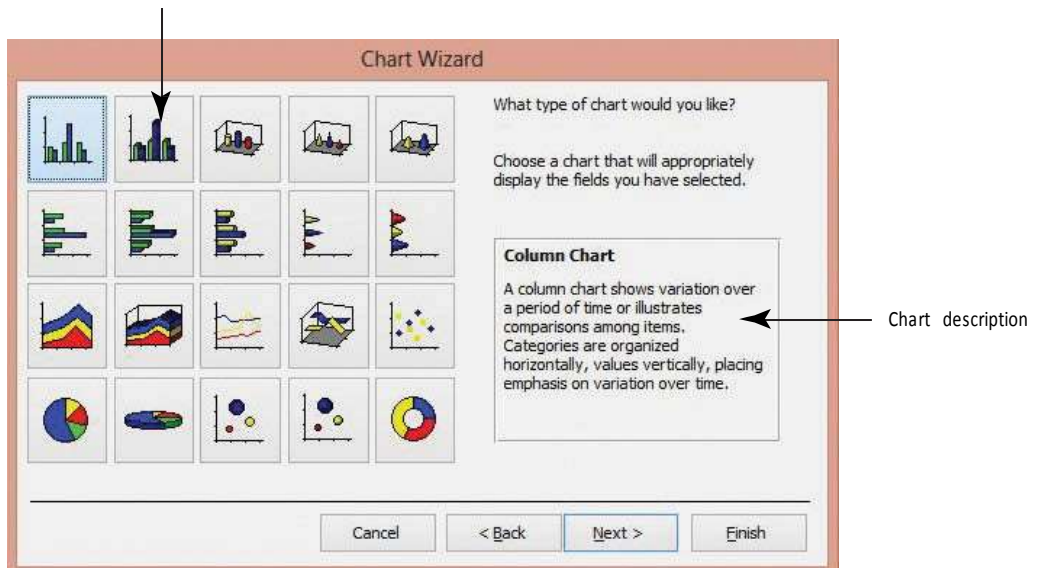


9. Click the More (..) button to move all the fields to the Fields for Chart box and click the **Next >** button. The third Chart Wizard dialog box appears, as shown in Figure 13-4.

Figure 13-4

Third Chart Wizard dialog box

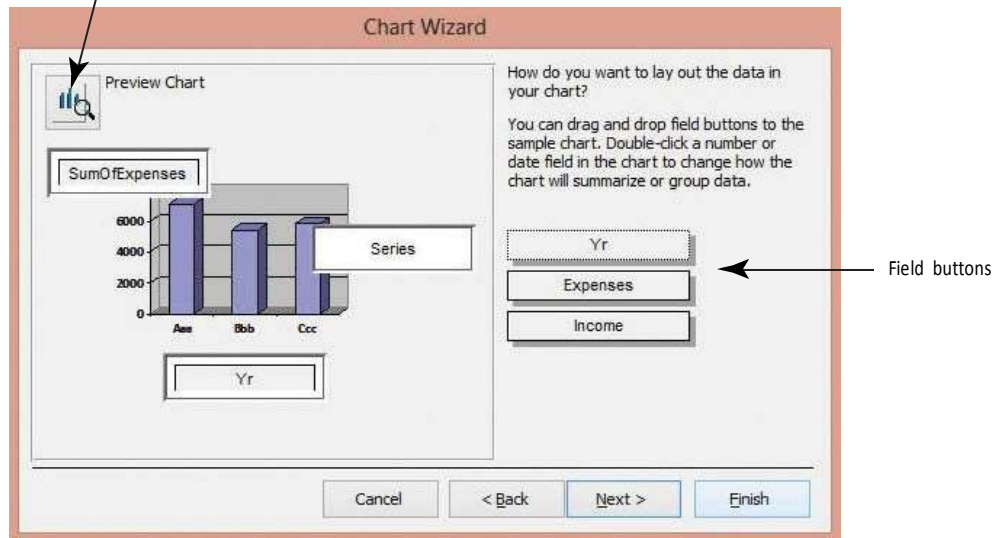
3D Column Chart button



10. Click the **3D Column Chart** button, the second icon in the first row. Notice that the description of the chart type is displayed on the right.
11. Click the **Next >** button. The fourth Chart Wizard dialog box appears, as shown in Figure 13-5.

Figure 13-5 PreviewChartbutton

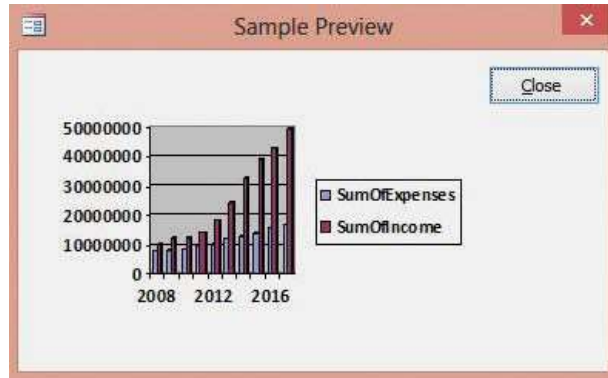
Fourth Chart Wizard dialog box



12. Click and drag the **Income field button** to the upper left of the chart and drop on the SumofExpenses data list. Both the SumofExpenses and SumofIncome fields should be listed.
13. Click the **Preview Chart** button. The Sample Preview dialog box appears, displaying a sample of your chart, as shown in Figure 13-6.

Figure 13-6

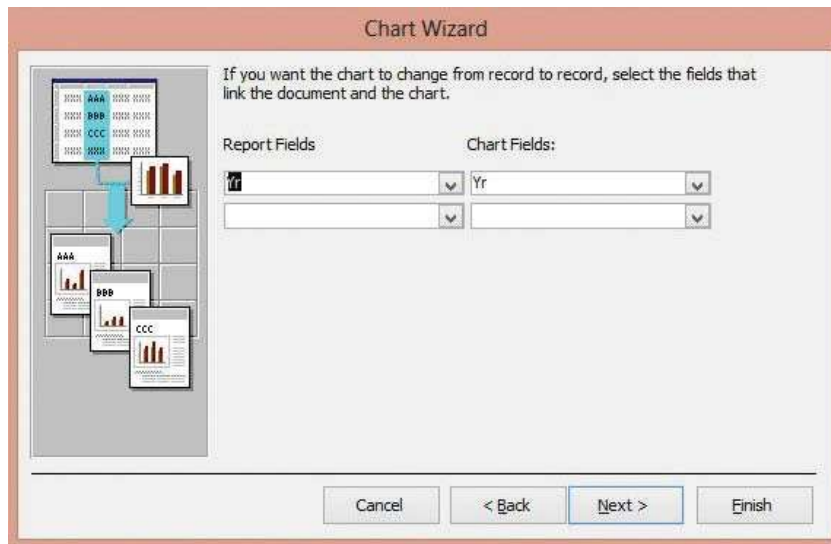
Sample Preview dialog box



14. Click the **Close** button. The Sample Preview dialog box closes.
15. Click the **Next** button. The fifth Chart Wizard dialog box appears, as shown in Figure 13-7.

Figure 13-7

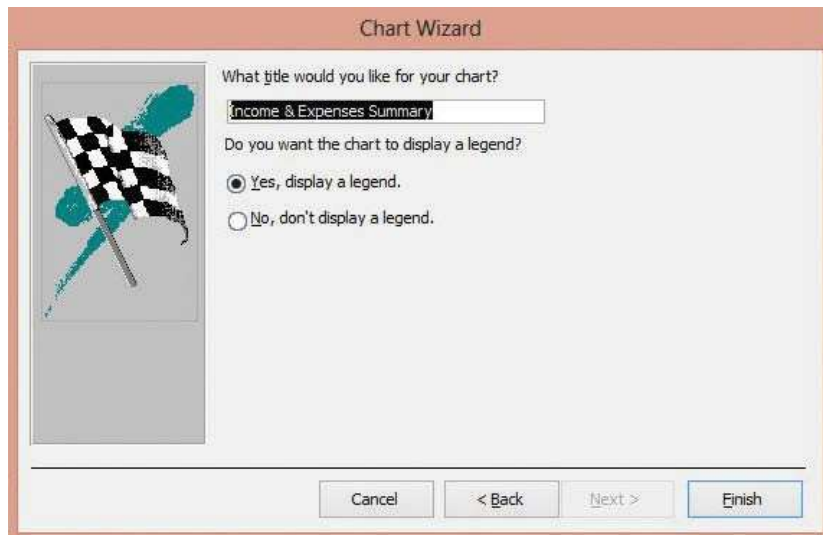
Fifth Chart Wizard dialog box



16. Click the **down arrow** in the Report Fields menu and select **,No Field.** since you don't want to display a chart for each record in the data source.
17. Click the **down arrow** in the Chart Fields: menu and select **,No Field.** again, since you don't want to display a chart for each record in the data source.
18. Click the **Next >** button. The sixth Chart Wizard dialog box appears, as shown in Figure 13-8.

Figure 13-8

Sixth Chart Wizard dialog box



19. Key **2008-2017 Income and Expenses** in the Title box.
20. The **Yes, display a legend** button should be selected. If not, select it and click the **Finish** button. Access inserts your chart. Notice that Design view displays sample data and not the actual data from your chart.
21. Click the chart to select it.
22. On the REPORT DESIGN TOOLS DESIGN tab, in the Tools group, click the **Property Sheet** button, if necessary.
23. Click the **DATA** tab of the Property Sheet. Click the **down arrow** at the end of the Enabled cell and select **Yes.** This enables the chart to accurately display the associated table data.

24. **CLOSE** the Property Sheet.
25. Switch to Report view.
26. On the HOME tab, in the Records group, click the **Refresh All** button to ensure the chart displays the latest table data.
27. Scroll to the bottom of the report to view your chart, which should look similar to Figure 13-9.

Figure 13-9

Report with 3D bar chart

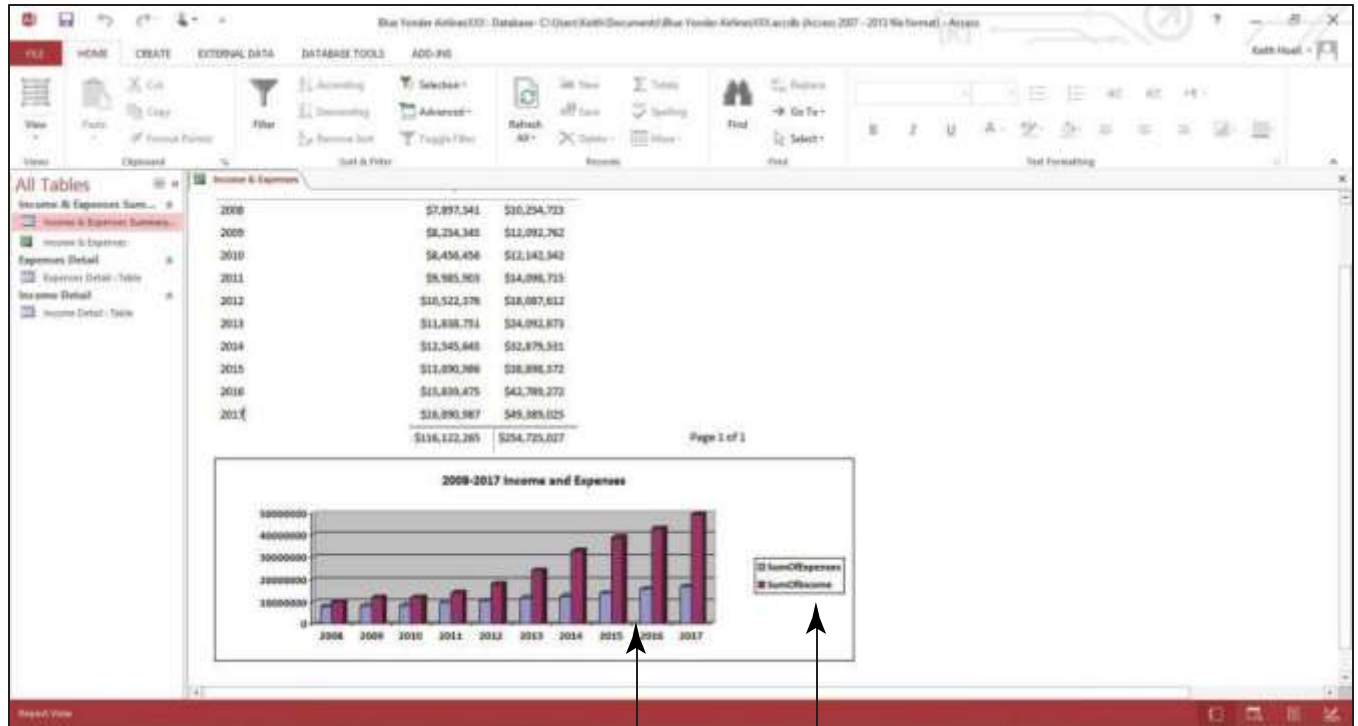


Chart body

Legend



Troubleshooting

If your chart is not displaying correctly, you probably need to increase or decrease the width and/or height of the placeholder. You do this the same way you resize any control. Switch to Design view and click the resize handles in the center of the vertical borders and drag to increase or decrease the size. Drag the resize handles on the horizontal borders to change the height. Then, return to Report view to see the results.

**CERTIFICATION
READY?** 5.25

How do you add report controls?

28. **SAVE** the report.

PAUSE. LEAVE the report open to use in the next exercise.

FORMATTING A CHART

You can use Microsoft Graph to change the formatting of charts created with the Chart Wizard. You can change chart options such as how the title and labels are displayed and where you want the legend located. You can also change formatting options, such as the color of the chart's background and the color and size of the data blocks in the chart.

The Bottom Line

After you create a chart using the Chart Wizard, you can edit it using Microsoft Graph, which is a component of Office 2013. To launch Microsoft Graph, double-click a chart in Design view. Microsoft Graph displays the chart and datasheet. You can choose commands from the menu bar or the toolbar.

After you make changes to the chart, it is important to save the changes using the Save command on the File menu. After you save a chart, Microsoft Graph closes and switches you back to Design view.

Changing Chart Options

The Chart Options dialog box has six tabs with options for changing the look and layout of a chart. You can access the Chart Options dialog box from the Chart menu or by right-clicking the white Chart Area and selecting Chart Options from the shortcut menu. In this exercise, you will change chart options using Microsoft Graph.

STEP BY STEP

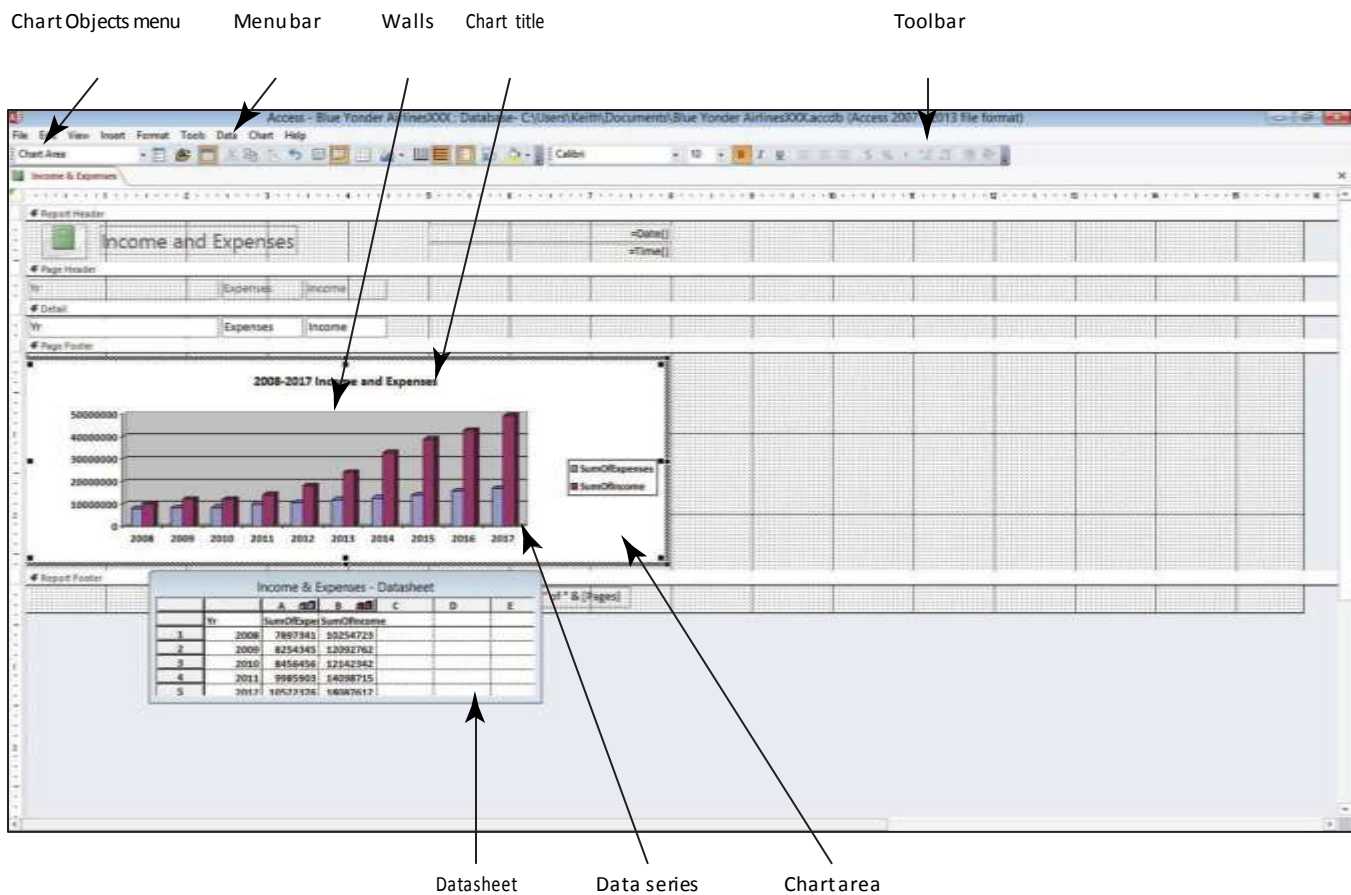
Change Chart Options

USE the report that is open from the previous exercise.

1. Switch to Design view.
2. Double-click the chart. The Microsoft Graph software launches, displaying the chart in a view similar to Design view, as shown in Figure 13-10.

Figure 13-10

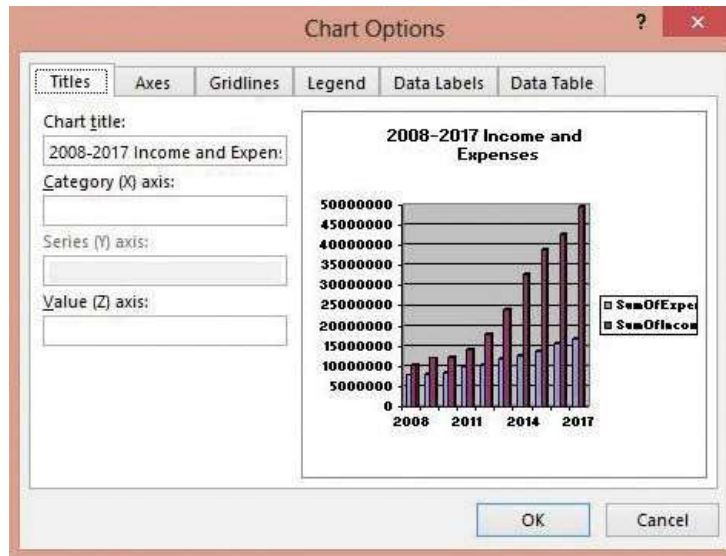
Chart displayed in
Microsoft Graph



- Click **Chart** on the menu bar and select **Chart Options** from the menu that appears. The Chart Options dialog box appears, as shown in Figure 13-11.

Figure 13-11

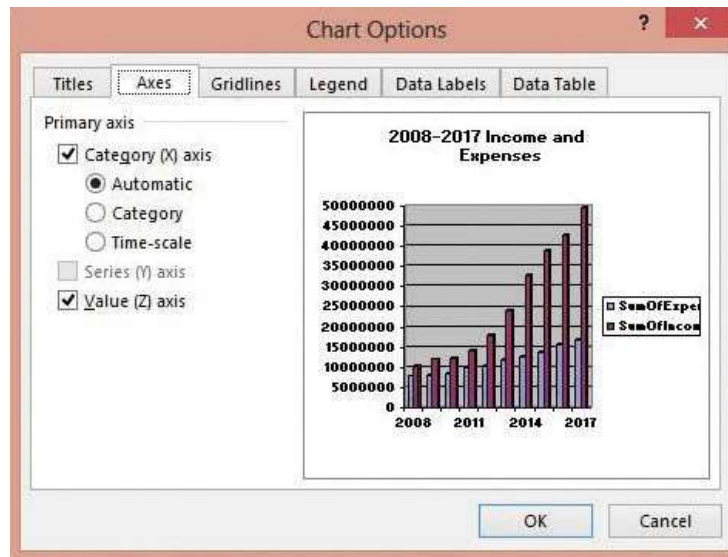
Titles tab on the Chart Options dialog box



- Click the **Axes** tab to display the options on the tab, as shown in Figure 13-12.

Figure 13-12

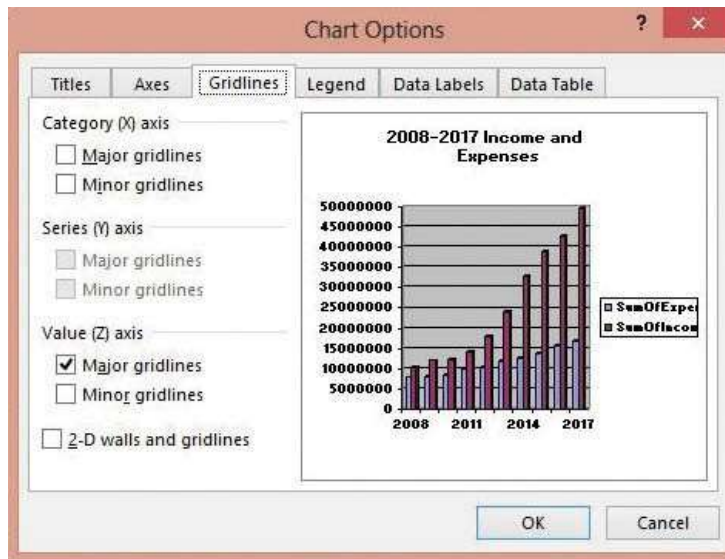
Axes tab of the Chart Options dialog box



- Click the **Value (Z) axis** check box to remove the check mark. Notice that the values on the Z axis are removed.
- Click the **Value (Z) axis** check box again to insert the check mark.
- Click the **Gridlines** tab to display the options on the tab, as shown in Figure 13-13.

Figure 13-13

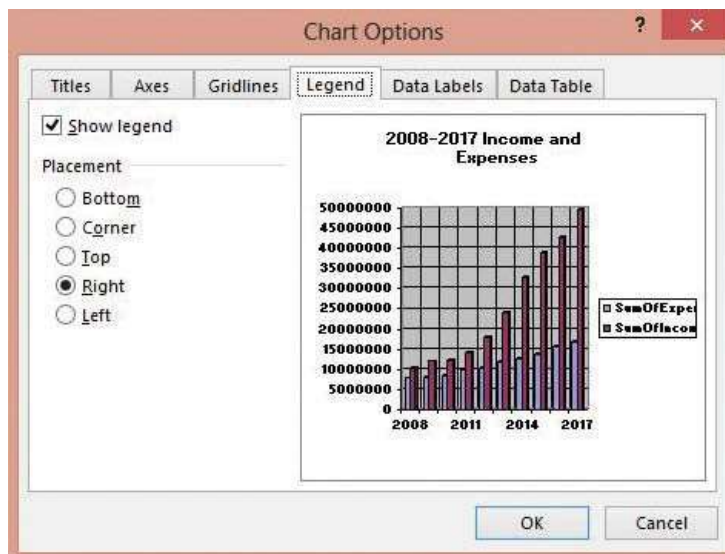
Gridlines tab of the Chart Options dialog box



8. Click the **Major gridlines** check box in the Category (X) axis section. Notice that gridlines are added to the preview.
9. Click the **Legend** tab to display the options on the tab, as shown in Figure 13-14.

Figure 13-14

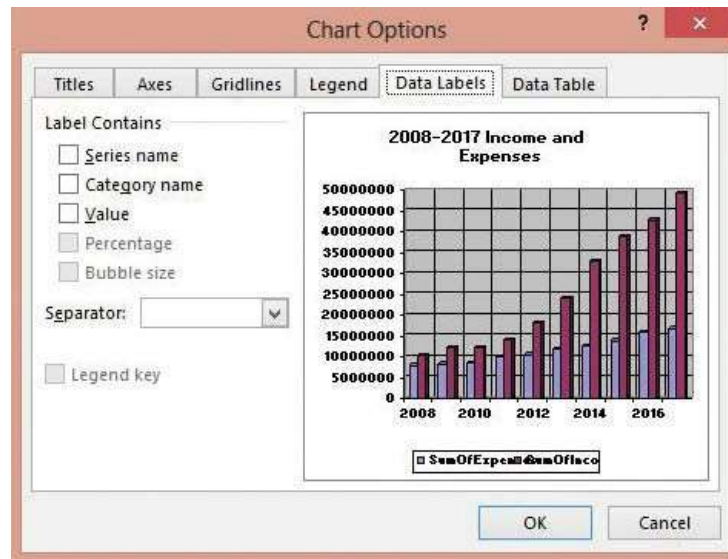
Legend tab of the Chart Options dialog box



10. Click the **Show legend** check box to remove the check mark. Notice that the legend is removed from the chart.
11. Click the **Show legend** check box again to insert the check mark. The legend is displayed in the preview.
12. Click the **Bottom** option button to move the legend to the bottom of the chart.
13. Click the **Data Labels** tab to display the options on the tab, as shown in Figure 13-15.

Figure 13-15

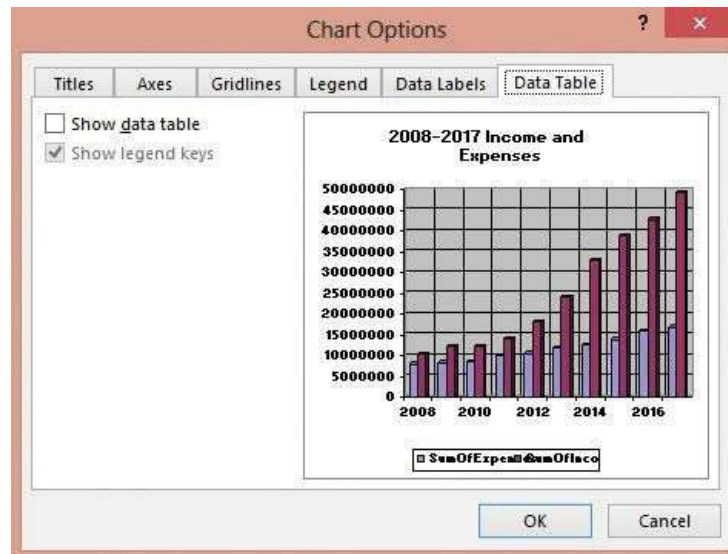
Data Labels tab of the Chart Options dialog box



14. Click the **Value** check box to insert a check mark. Notice that values are added to the columns in the chart.
15. Click the **Value** check box again to remove the check mark.
16. Click the **Data Table** tab to display the options on the tab, as shown in Figure 13-16.

Figure 13-16

Data Table tab of the Chart Options dialog box



17. Click the **Show data table** check box to insert a check mark. Notice that the datasheet is added to the bottom of the chart.
18. Click the **Show data table** check box again to remove the check mark.
19. Click **OK**.
20. Click the **File** menu and select **Save**. The Microsoft Graph software closes and the report is switched back to Design view.

PAUSE. LEAVE the report open to use in the next exercise.



Troubleshooting

Microsoft Graph has its own Help system. To access it, double-click a chart to launch Microsoft Graph and choose Microsoft Graph Help from the Help menu or press F1.

Changing Format Options

Microsoft Graph makes it easy to format a chart. Each part of the chart is an independent object, so you can simply right-click the chart object that you want to change and choose Format [Chart Object] from the shortcut menu. A dialog box appears with the formatting choices available for that object. In this exercise, you will format the chart you have been creating.

If you prefer to use the menus, you can click on the chart object to select it or choose it from the Chart Objects list box on the toolbar. Once you have specified the object you want to change, click the Format menu and choose Selected [Chart Object] from the menu to launch the dialog box of available options.

STEP BY STEP

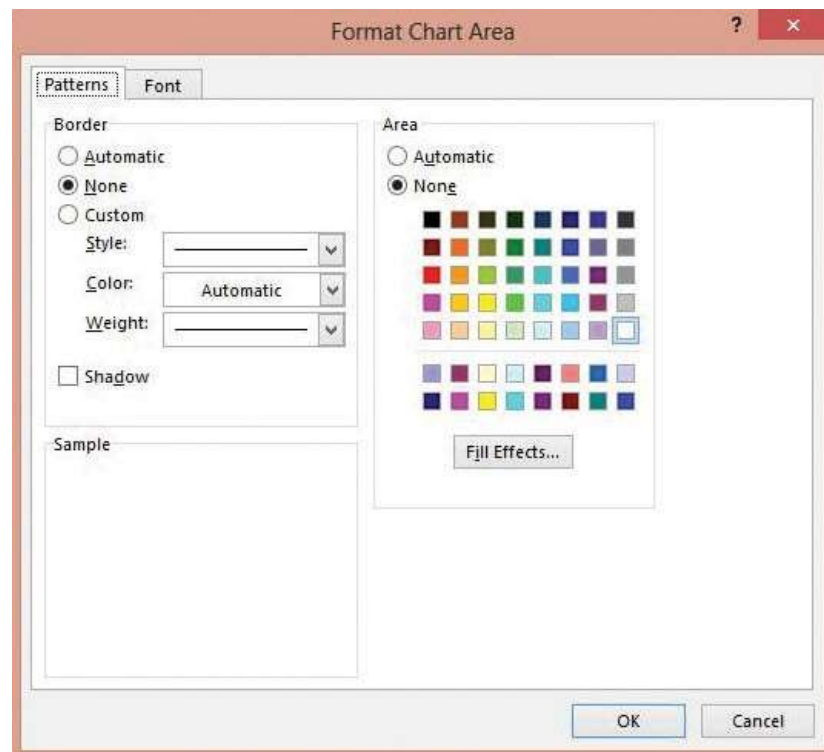
Change Format Options

USE the database that is open from the previous exercise.

1. Double-click the chart to open Microsoft Graph.
2. Click the **Chart Area**, the white background of the chart, to select it. The Chart Area should be displayed in the Chart Objects list box in the upper-left corner of the toolbar.
3. Click the **Format** menu and select **Selected Chart Area**. The Format Chart Area dialog box appears, as shown in Figure 13-17.

Figure 13-17

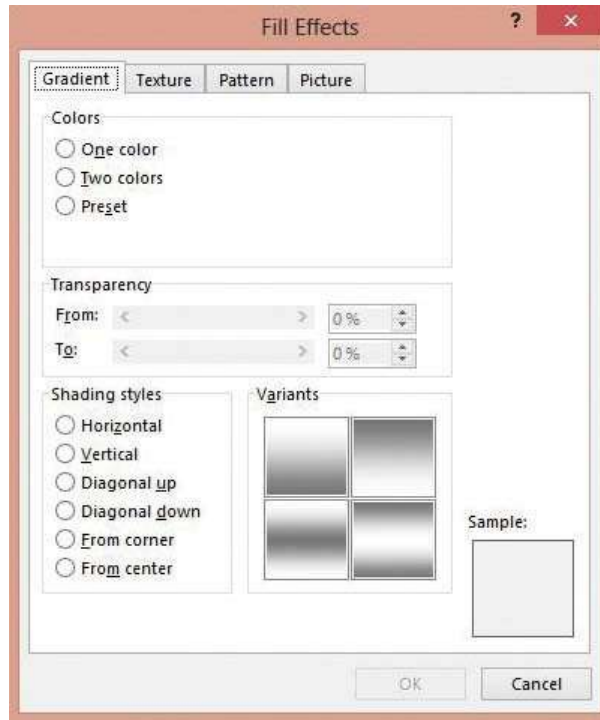
Format Chart Area dialog box



4. Click the **Fill Effects** button. The Fill Effects dialog box appears, as shown in Figure 13-18.

Figure 13-18

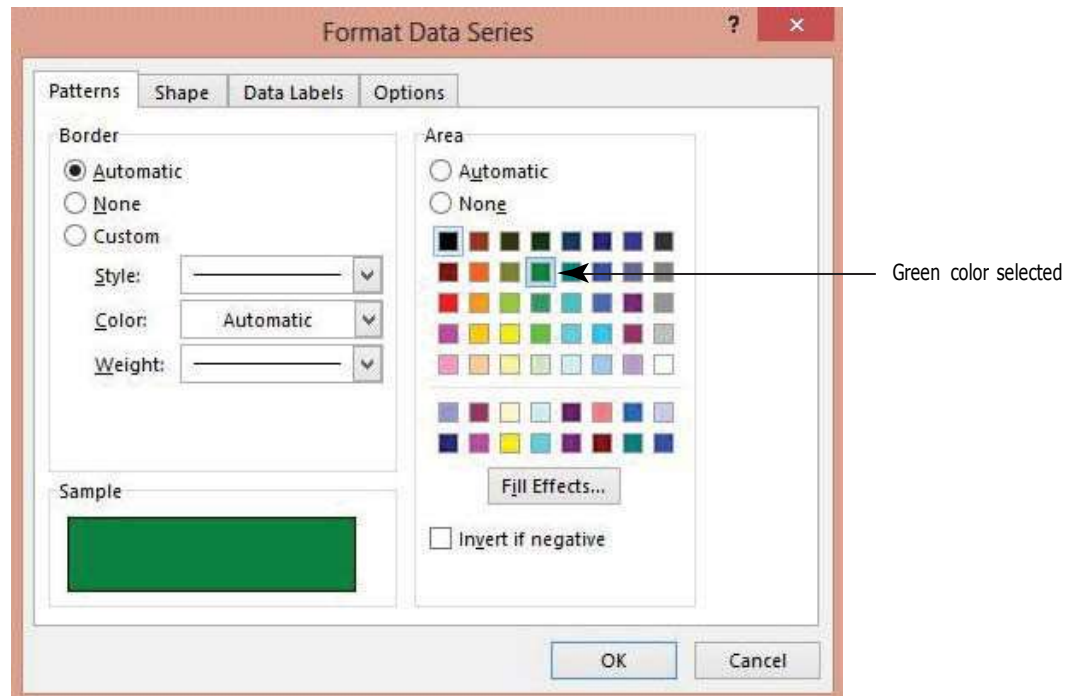
Fill Effects dialog box



5. Click the **Horizontal** option button in the Shading styles section and click **OK**.
6. Click **OK** in the Format Chart Area dialog box. Notice the shading style of the chart background changes to your selection.
7. Right-click any of the purple Data Series columns in the chart to display the shortcut menu. Notice that Series "SumOfIncome" is displayed in the Chart Objects list box.
8. Select **Format Data Series** from the shortcut menu. The Format Data Series dialog box appears.
9. Select the **Green** color (second row , fourth from the left) as shown in Figure 13-19.

Figure 13-19

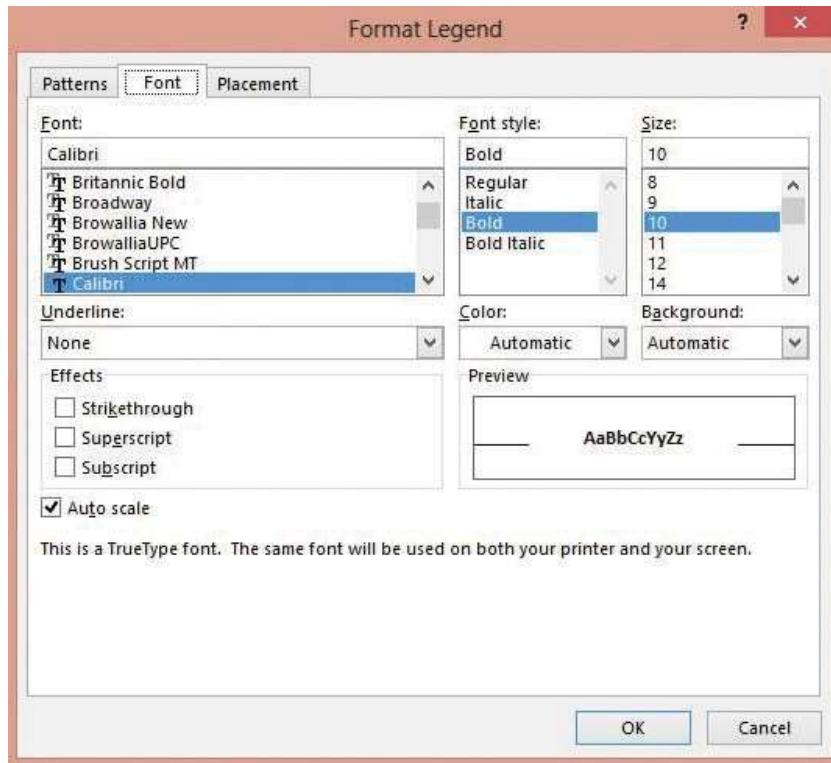
Format Data Series dialog box



10. Click **OK** in the Format Data Series dialog box.
11. Right-click the gray grid background of the chart, called the Walls, and select **Format Walls** from the shortcut menu.
12. Click the **Fill Effects** button.
13. Click the **From center** button in the Shading styles section and click **OK**.
14. Click **OK** in the Format Walls dialog box.
15. Right-click the **Legend** and select **Format Legend** from the shortcut menu. The Format Legend dialog box appears. Select the **Font** tab if it is not already displayed. The Font tab menu now appears, as shown in Figure 13-20.

Figure 13-20

Font tab of the Format Legend dialog box



16. Select **12** in the Size: menu and click **OK**. Notice the font size of the legend text has increased.
17. Click the **File** menu and select **Save**. Switch to Report view to view your changes.
18. **SAVE** the report.

PAUSE. LEAVE the report open to use in the next exercise.

Refreshing Data in a Chart

The Refresh All button can be a useful tool when working with charts. When you make a change to the data source of a chart, be sure to save the new data in the table or query. When you switch back to the form or report containing your chart, click Refresh All to update the data in the chart with the modified data. In this exercise, you will make a change to a table record and then refresh the data in a chart to view the change.

STEP BY STEP

Refresh Data in a Chart

USE the database that is open from the previous exercise.

1. **OPEN** the **Income & Expenses Summary** table.

2. In the first row, in the Income column, select the data and key **9004523** and [press **Enter**].
3. **SAVE** and **CLOSE** the table.
4. Click the **Income & Expenses report** tab. Notice that the numbers in the report data and the numbers in the chart have not changed.
5. On the **HOME** tab, in the Records group, click the **Refresh All** button. The data in the report and in the chart are updated.
6. **SAVE** the report.

PAUSE. LEAVE the report open to use in the next exercise.

**CERTIFICATION
READY?** 5.24

How do you modify report
data sources?

The Bottom Line

CHANGING CHART TYPES

Access provides many different chart types and variations of those chart types for you to choose from in the Chart Type dialog box. Access makes it easy to experiment with different configurations before you decide on the chart that best displays the data you want to emphasize. In this exercise, you will change the type of chart with which you have been working.

Changing Chart Types

Access 2013 has many different types of charts you can choose from. The key is to choose one that displays your data in a meaningful way. Often, you have a specific chart in mind that you want to use, but sometimes it requires experimentation, choosing and changing chart types until you get the results you want.

STEP BY STEP

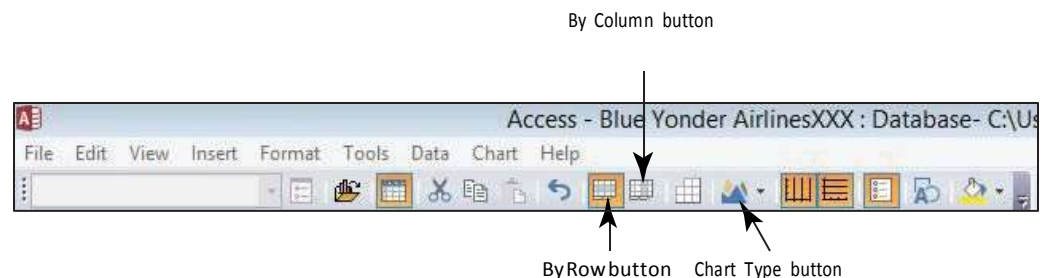
Change Chart Types

USE the database that is open from the previous exercise.

1. Switch to Design view.
2. Double-click the chart. Microsoft Graph opens.
3. Click the **By Row** button on the toolbar, as shown in Figure 13-21. The chart is changed to show all the expenses together and all the income together.

Figure 13-21

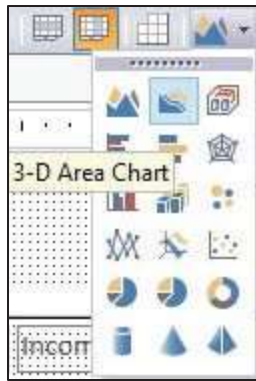
Microsoft Graph toolbar



4. Click the **By Column** button on the toolbar to change it back to the original chart.
5. Click the **Chart Type** drop-down arrow in the toolbar and select **3D Area Chart** from the menu, as shown in Figure 13-22. The chart changes to an area chart.

Figure 13-22

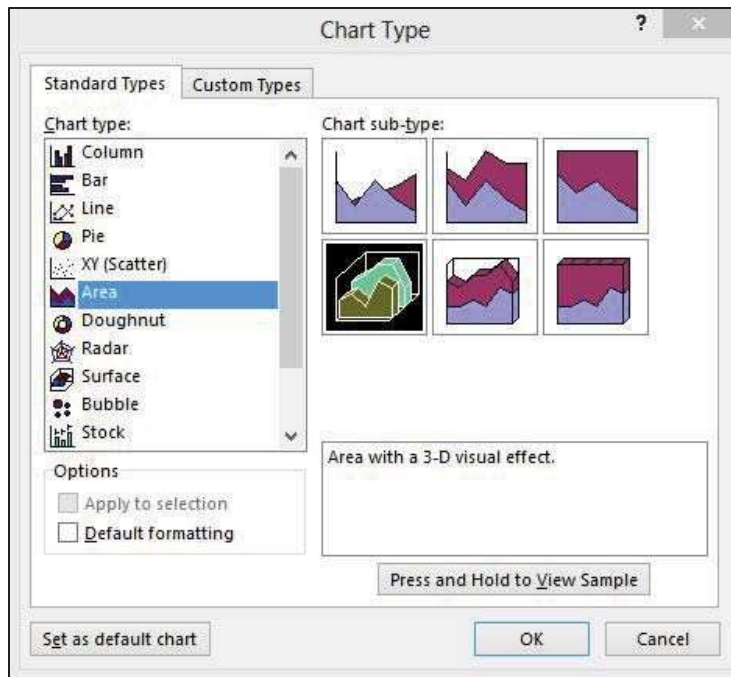
Chart Type button and menu



6. Click the **Chart** menu and select **Chart Type**. The Chart Type dialog box appears, as shown in Figure 13-23.

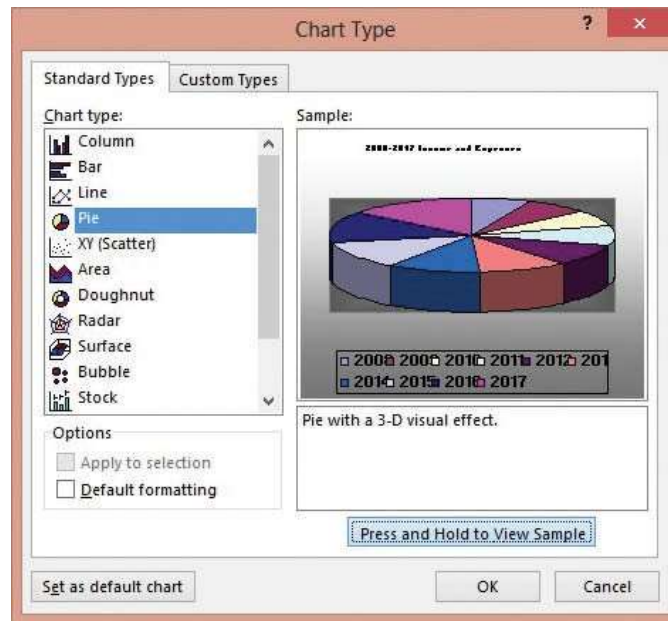
Figure 13-23

Chart Type dialog box



7. On the Standard Types tab, click **Pie** in the Chart type list. In the Chart sub-type section, click **Pie with a 3D visual effect**, the second icon on the first row.
8. Click and hold the **Press and Hold to View Sample** button to see a preview of the chart, as shown in Figure 13-24.

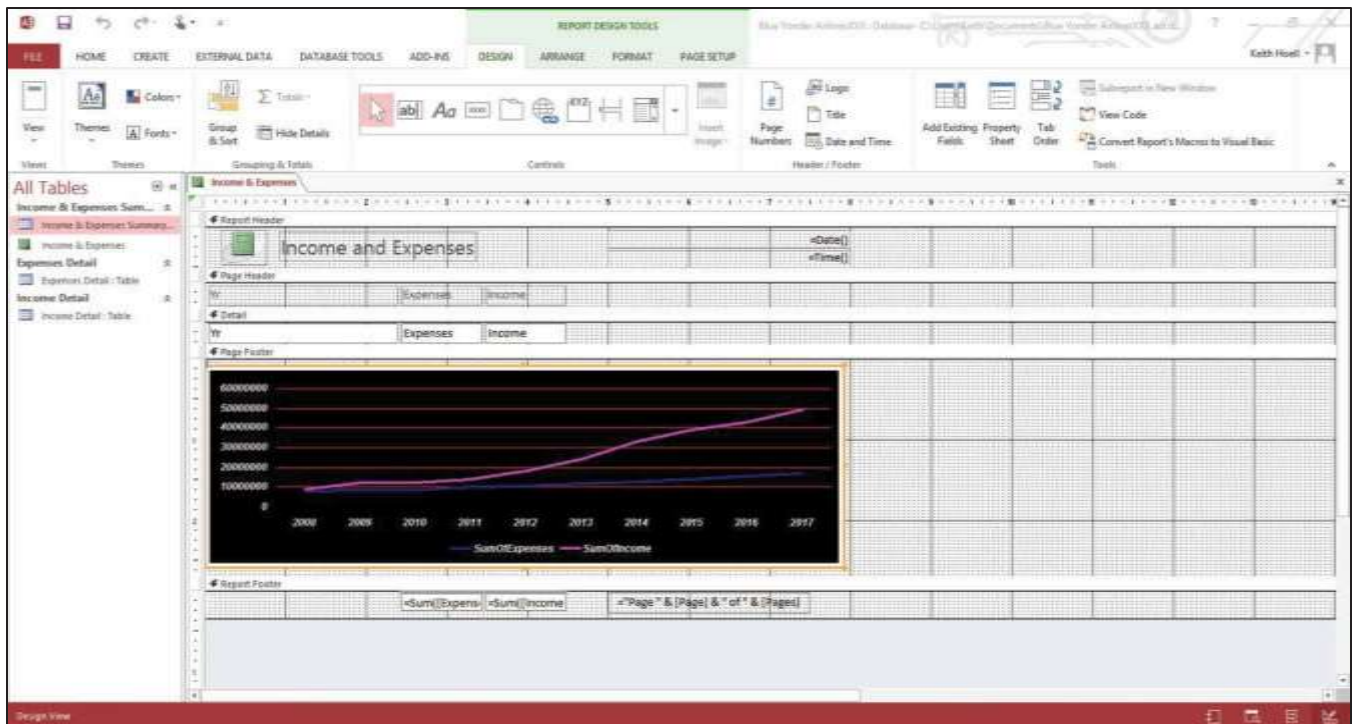
Figure 13-24
Sample pie chart



9. Click the **Custom Types** tab.
10. Click **Colored Lines** in the Chart type: list and click **OK**.
11. Click the **File** menu and select **Save**. Your screen should resemble Figure 13-25.

Figure 13-25

Chart in Report Design view



12. Switch to Report view to view your changes.
13. **SAVE** and **CLOSE** the report.

PAUSE. LEAVE the database open to use in the next exercise.

The Bottom Line**SAVING A DATABASE OBJECT AS ANOTHER FILE TYPE**

Microsoft Access 2013 allows you to save database objects, such as tables, forms, and queries, as other types of objects. For example, you can save a table as a report. Although you can save tables, forms, and queries as at least one other type of database object, Access doesn't permit you to save reports as other object types; however, you can save all database objects as PDF or XPS files. Saving a database object as another file type allows you to share data with other users or repurpose the data in other ways. Since you can create Access objects to be used on the web, you can also save all web-based database objects as the same object of a different type called a client object. For example, you can save a web-based table object as a client table object type, but you cannot directly save the web-based table object as a form object until after it's saved as a client table object. A **client object** is an object that can be accessed and modified in the Access application installed on your computer.

The Save Object As command gives you the option of saving database objects such as tables, forms, and queries as other types of objects. You can also use the Save Object As command to save a database object in Portable Document Format (PDF) or XML Paper Specification (XPS) file formats. You might already be familiar with PDF files from documents you view on the Internet or share via emails. The **PDF** file format maintains the exact layout of the original file and can easily be shared. A new alternative to PDF, the **XPS** file format preserves document formatting; can be easily shared, printed, and archived; and is more secure. The Save Object As command also gives you the option of saving a database object as a client object. Saving an object as a client object is used when you want to save a web-based Access object as one that can be accessed and modified in the Access application installed on your computer.

Using the Save Object As Command

You can save objects such as tables, reports, and queries as other types of objects or files using the Save Object As command on the Save As menu. You can access the Save As menu by selecting the Save As command on the FILE tab. In this exercise, you save a table object as a new report object.

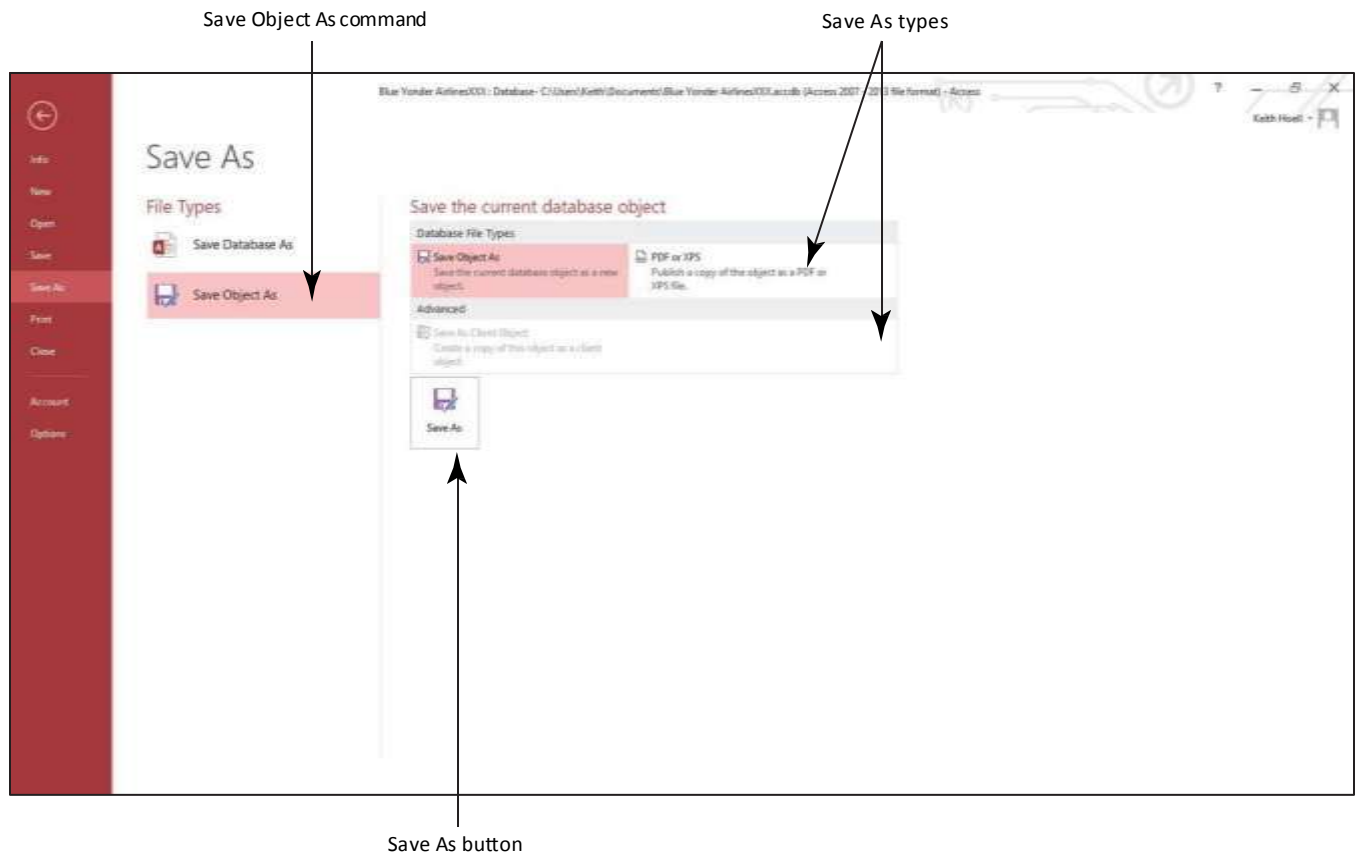
STEP BY STEP**Save a Database Object as Another File Type**

USE the database that is open from the previous exercise.

1. **OPEN** the **Income & Expenses Summary** table.
2. Click the **FILE** tab, and then click the **Save As** tab to display the Save As menu. Click the **Save Object As** command in the File Types category, as shown in Figure 13-26.

Figure 13-26

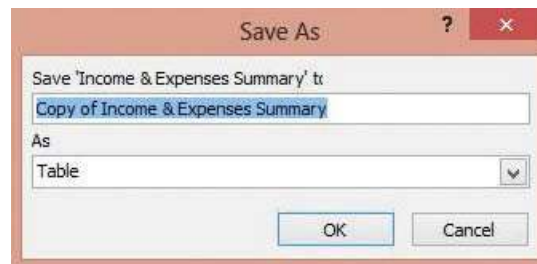
Save Object As command



3. Notice the Save Object As option is already highlighted in the Save the current database object category. Click the **Save As** button. The Save As dialog box appears, as shown in Figure 13-27.

Figure 13-27

Save As dialog box



4. Key **Summary Report** in the Save box.
5. Click the **down arrow** on the As menu and select **Report**.
6. Click **OK**. The table object is saved as a report object and the new Summary Report appears in Layout view.

PAUSE. LEAVE the report open to use in the next exercise.

PRINTING A DATABASE OBJECT

The Bottom Line

You are probably already familiar with printing various kinds of documents from your computer. Printing a database object uses the same print options and settings you use with other types of documents.

You can choose various printing options before sending your document to the printer, such as the number of copies, size of the paper, or the range of pages to print. In this exercise, you will learn about some of the options available in the Print dialog box when you print a database object.

You can print reports just by right-clicking the object in the Navigation Pane and selecting Print from the shortcut menu. An alternate way to print reports, and to print other objects like tables, queries, forms or macros, is to use the Print tab on the FILE tab. The Print tab displays available print options you can modify before you print an object. To print charts, you must open either the form or report that contains the chart or the table that is its record source. Changes that you make in the Print dialog box will only be applied to that particular document.

Take Note

When printing lengthy reports, you can choose other options, such as printing a range of pages, collating the pages, or printing multiple pages per sheet.

STEP BY STEP

Print a Database Object

USE the report that is open from the previous exercise.

1. Click the **FILE** tab and select the **Print** tab on the menu. The Print tab displays available options, as shown in Figure 13-28.

Figure 13-28

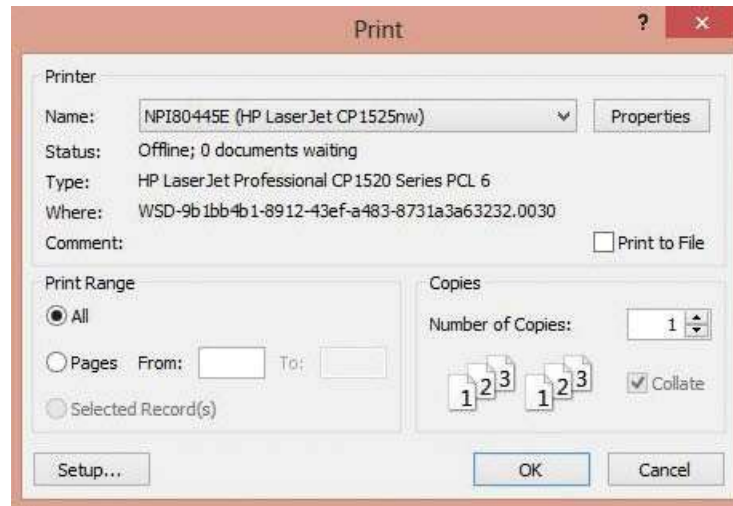
Print tab available options



2. Click the **Print** button. The Print dialog box appears, as shown in Figure 13-29.

Figure 13-29

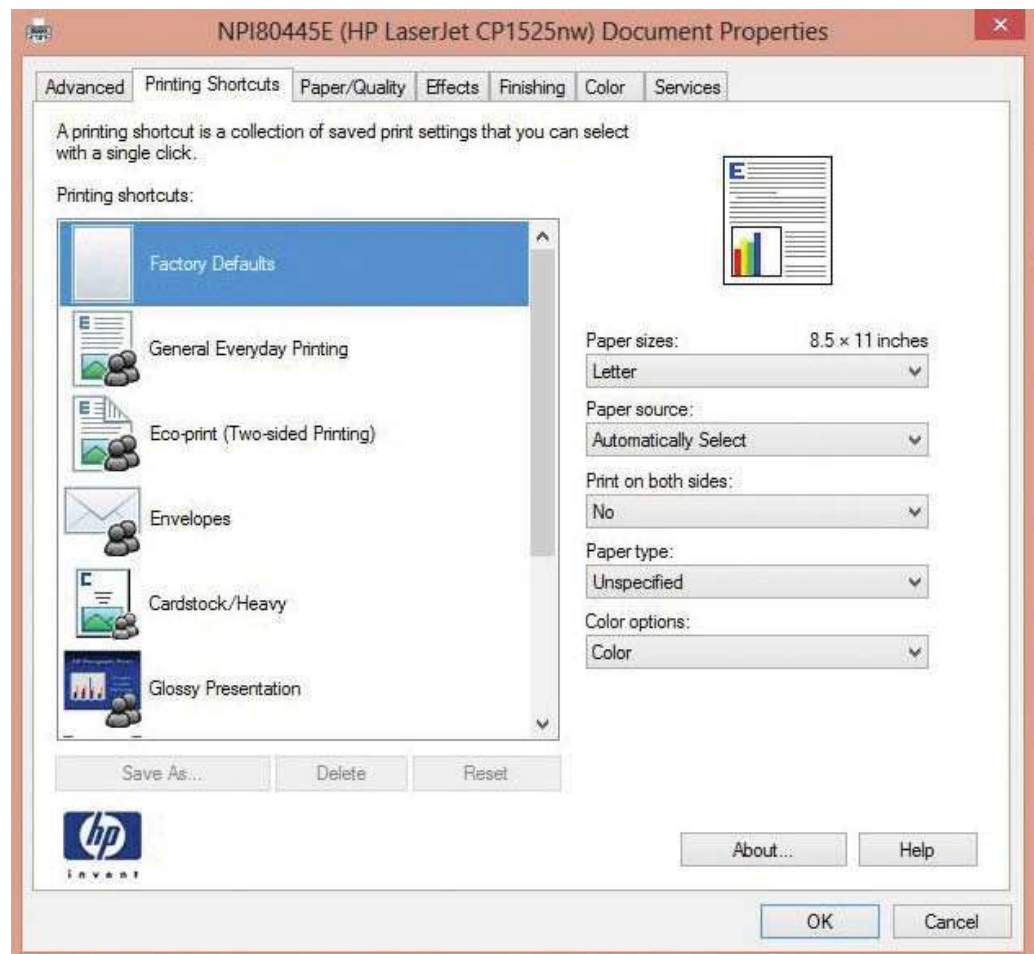
Print dialog box



3. Click the **Properties** button. The Properties dialog box appears, as shown in Figure 13-30. Depending on your type of printer, the Properties dialog box could be different. You can change the quality, paper, printing, and orientation options available for your printer. Click the **Cancel** button.

Figure 13-30

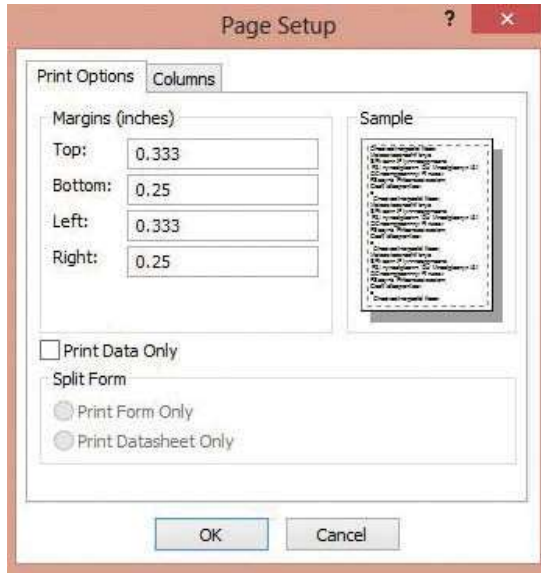
Properties dialog box



- Click the **Setup** button. The Page Setup dialog box appears, as shown in Figure 13-31. Click the **Cancel** button.

Figure 13-31

Page Setup dialog box



Another Way

You can also press **Ctrl + P** to display the Print dialog box.



Another Way

To print a document quickly, you can skip the Print dialog box and use the default print settings by clicking the Quick Print button, if added, on the Quick Access Toolbar.

- In the Copies section of the Print dialog box, click the **up arrow** in the Number of Copies menu to change the number of copies to **2**.
- Click **OK** to print two copies of the report, or click **Cancel** (if you choose not to Print).
- CLOSE** the report and table.

CLOSE the database.

SKILL SUMMARY

In This Lesson You Learned How To:	Exam Objective	Objective Number
Create a Chart Using the Chart Wizard	Add report controls	5.2.5
Format a Chart	Modify data sources	5.2.4
Change Chart Types		
Save a Database Object as Another File Type		
Print a Database Object		

Knowledge Assessment

Matching

Match the term in Column 1 to its description in Column 2.

Column 1

- chart
- chart body

Column 2

- asks you questions to quickly create a customized chart.
- contains 6 tabs with options for changing the look and layout of a chart

- | | |
|-----------------------------|---|
| 3. Chart Wizard | c. a file format that maintains the exact layout of the original file and can easily be shared |
| 4. legend | d. a file format that preserves document formatting, can be easily shared, printed, and archived, and is more secure |
| 5. PDF | e. a component of Access 2013 used to make changes to a chart created by the Chart Wizard |
| 6. Chart Options dialog box | f. a graphical representation of data |
| 7. XPS | g. allows you to save objects as other file formats like PDF and XPS |
| 8. Refresh All button | h. the main area that displays the chart |
| 9. Microsoft Graph | i. displays a list of the colors, shapes, or patterns used as categories in a chart |
| 10. Save Object As command | j. updates the data in a chart |

True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. You can choose from 20 different chart types in the Chart Wizard.
- T F** 2. The Chart Wizard is a control.
- T F** 3. A legend can be displayed only on the right side of a chart.
- T F** 4. Microsoft Graph displays the chart and the datasheet of the underlying data source.
- T F** 5. The Chart control can be used to insert charts in queries, forms, and reports.
- T F** 6. The Refresh All button updates data in a chart with data modified in the underlying data source.
- T F** 7. You can save a table as a report.
- T F** 8. You can print reports by right-clicking the object in the Navigation Pane and selecting Print from the shortcut menu.
- T F** 9. An Axis is a type of chart.
- T F** 10. After you save a chart in Microsoft Graph, Microsoft Graph closes.

Competency Assessment

Project 13-1: City Power & Light Salary Pie Chart

The City Power & Light human resources department is reviewing the salary budgets for the office. Your supervisor asks you to create a pie chart within a report to show the distribution of funds for each employee.

GET READY. LAUNCH Access if it is not already running.



- OPEN** the *City Power & Light* database.
- SAVE** the database as *City Power & LightXXX* (where XXX is your initials).
- OPEN** the *Salary* report in Design view.
- Click the **Chart** button and draw a large rectangle in the space provided in the Page Footer section. The Chart Wizard dialog box appears.
- Click the **Next** button.
- Move the Employee ID and Salary fields to the Fields for Chart: list and click **Next**.
- Click the **Pie** chart button and click **Next**.
- Drag and drop the Salary field button just below the Sum of Employee ID box Data box.
- Drag and drop the Employee ID field button to the Series box.

10. Click the **Preview Chart** button.
11. Click **Close**.
12. Click **Finish**.
13. Click the **DATA** tab of the Property Sheet and set the Enabled property to **Yes**.
14. Switch to Report view.
15. Click the **Refresh All** button.
16. **SAVE** the Report.
17. Click the **FILE** tab and select the **Print** tab from the menu.
18. Click the **Print** button and then click **Cancel**.
19. **CLOSE** the report.

LEAVE the database open for the next project.

Project 13-2: Change the City Power & Light Chart Type

You decide to create a variation of the pie chart that will more clearly show the salary amounts in relationship to each other.

USE the database that is open from the previous exercise.

1. **OPEN** the **Salary** report in Report view.
2. Click the **FILE** tab, and select **Save As**.
3. Click the **Save Object As** button.
4. Click the **Save As** button.
5. Key **Salary Line Chart** in the “Save ‘Salary’ to” box and click **OK**.
6. Switch to Design view.
7. Double-click the chart to launch Microsoft Graph.
8. Click the **Chart** menu and select **Chart Type** from the menu.
9. Click **Line** in the Standard types list.
10. In the Chart subtype list, if not already selected, click the **Line with markers displayed at each data value** button.
11. Click **OK**.
12. Click the **Chart** menu and select **Chart Options** from the menu.
13. Click the **Legend** tab and click the **Bottom** option button.
14. Click **OK**.
15. **SAVE** the chart.

CLOSE the database.

Proficiency Assessment

Project 13-3: Create and Format an Expenses Chart

You created a chart representing the Income & Expenses Summary table for Blue Yonder Airlines earlier. Now you need to create a chart solely for the expenses.

GET READY. LAUNCH Access if it is not already running.

1. **OPEN** **BlueYonderAirlinesXXX** that you saved in an earlier exercise.
2. Create a chart using the Expenses Detail table as the data source.
3. Move the Amount and Yr fields to the Fields for Chart list and click **Next** . .

4. Click the Doughnut chart type button and click **Next** . .
5. Drag and drop the Yr field button to the Axis box and click **Next** . .
6. Select **No Field** in the Report Fields and Chart Fields drop-down boxes and click **Next** . .
7. Click **Finish**.
8. View the chart in Report view.
9. Switch to Design view and double-click the chart to launch Microsoft Graph.
10. Click the **Chart** menu and select **Chart Options** from the menu.
11. Click the **Data Labels** tab and click the Percentage check box.
12. Click **OK**.
13. **SAVE** the chart.
14. View the chart changes in Report view.
15. **CLOSE** the report.

CLOSE the database.

Project 13-4: Create a Chart for Lucerne Publishing

As a sales manager for Lucerne Publishing, you are constantly analyzing and sharing sales data in meetings with the sales force as well as other departments in the corporation. Create a chart for your presentation at the next sales meeting.

GET READY. LAUNCH Access if it is not already running.



1. **OPEN** *LucernePublishing* from the data files for this lesson.
2. **SAVE** the database as *LucernePublishingXXX* (where XXX is your initials).
3. Create a chart using the Sales table.
4. Use the Region, Gross Sales, and Net Sales fields as the fields for the chart.
5. Create a Column chart.
6. Drag and drop the Net Sales field button just below the SumOfGross Sales box and click **Next** . .
7. Select **No Field** in the Report Fields and Chart Fields drop-down boxes and click **Finish**.
8. **CLOSE** the report.

LEAVE the database open for the next project.

Mastery Assessment

Project 13-5: Format the Lucerne Publishing Chart

The chart you created worked fine for your presentation; however, you have just been asked to present the information at a meeting with your boss, so you decide to add formatting to make it look more professional.

USE the database that is open from the previous exercise.

1. Create a copy of the Sales report named **Formatted Sales Chart**.
2. Using Microsoft Graph, change the chart to a new Chart Type of your choice.
3. Format the Chart Area using your choice of a Fill Effect.
4. Format the data series by changing the color and format the walls of the chart (if applicable to the chart type chosen, if not applicable, this step may be skipped).

5. Format the legend of the chart by changing its font and size.
6. **SAVE**, print, and **CLOSE** the chart.

CLOSE the database.

Project 13-6: Fix the Wingtip Toys Yearly Sales Chart

You asked an assistant to create a chart for the Yearly Sales Report, but it isn't exactly what you wanted. Fix the chart.



GET READY. LAUNCH Access if it is not already running.

1. **OPEN** *WingtipToys* from the data files for this lesson.
2. **SAVE** the database as *WingtipToysXXX* (where XXX is your initials).
3. **OPEN** the *Yearly Sales Report*.
4. **LAUNCH** Microsoft Graph and remove the data table at the bottom of the chart.
5. Move the legend to the bottom of the report.
6. Change the background color and pattern of the chart area to a solid **light gray**.
7. **SAVE** and **CLOSE** the report.

CLOSE Access.