

## Microsoft EXCEL Module 14 - Creating & Formatting Content



## Module 14 Exercises

Inside the Module 14 folder, there is an Excel file called 'Art Spreadsheet Exercise' and a folder called 'Art Images'. Please use this file to complete the following Exercises.

- 1. Insert a piece of Clip-Art in cell A1 using the search term 'Bicycle'.
- 2. Choose a graphic from the 'Art Images' folder and insert it into cell A1.
- 3. Insert an image from the 'Art Images' folder into cell A1. Resize the image and the cell so that the image fits inside. Add a 3 point, blue border to the image.
- 4. Create a diagram using three images from the 'Art Images' folder, make the diagram slightly larger and change the colour scheme.
- 5. Using the 'Art Spreadsheet Exercise' file, create a 'Clustered Column' chart from any of the data ranges. Change the chart type to a Pie chart. Add an annotation to the chart that says 'This is an annotation.' Finally, change the chart type to be a 'Pie of Pie' chart.