

Activity 23 - Creating a Dual-Axis Chart with a Trendline

Before You Begin



The workbook My Annual Sales.xlsx is open.

Scenario

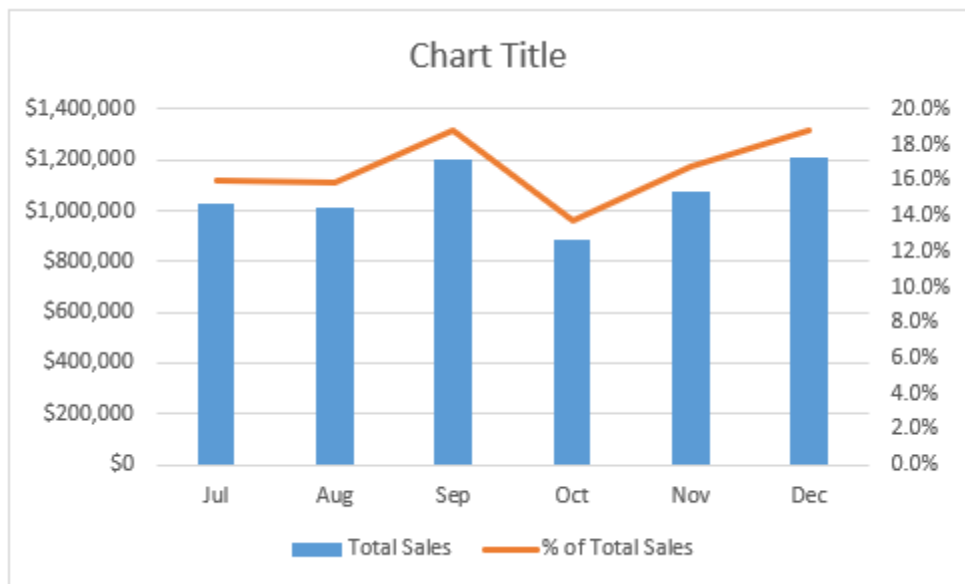
In addition to the previous charts you have created, your manager has asked you to build some more complex charts. You have been provided with a worksheet that contains the second and third quarter monthly totals and their percentage of total sales for the year thus far. Your manager has heard about combo charts and wants you to display total sales on one axis and percentage of total sales on another. In addition, with only six months of recorded data, your manager would like to see a projection of what the next three months might look like. You decide to add a trendline to forecast this trend.

1. Create a combo chart from the monthly totals.
 - a. Select the **Monthly Totals** worksheet.
 - b. Select the range **A1:C7**.
 - c. Select **Insert** → **Recommended Charts**.
 - d. In the **Insert Chart** dialog box, select the **All Charts** tab, and select **Combo**.
 - e. In the **Choose the chart type and axis for your data series** section, in the **% of Total Sales** row, check the check box for **Secondary Axis**.

Choose the chart type and axis for your data series:


Series Name	Chart Type	Secondary Axis
 Total Sales	Clustered Column	<input type="checkbox"/>
 % of Total Sales	Line	<input checked="" type="checkbox"/>

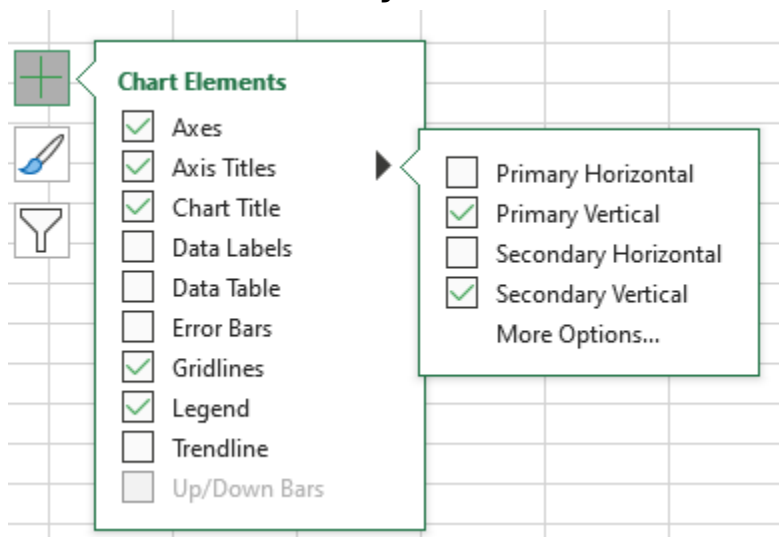
- f. Select **OK** to insert the combo chart of monthly totals.



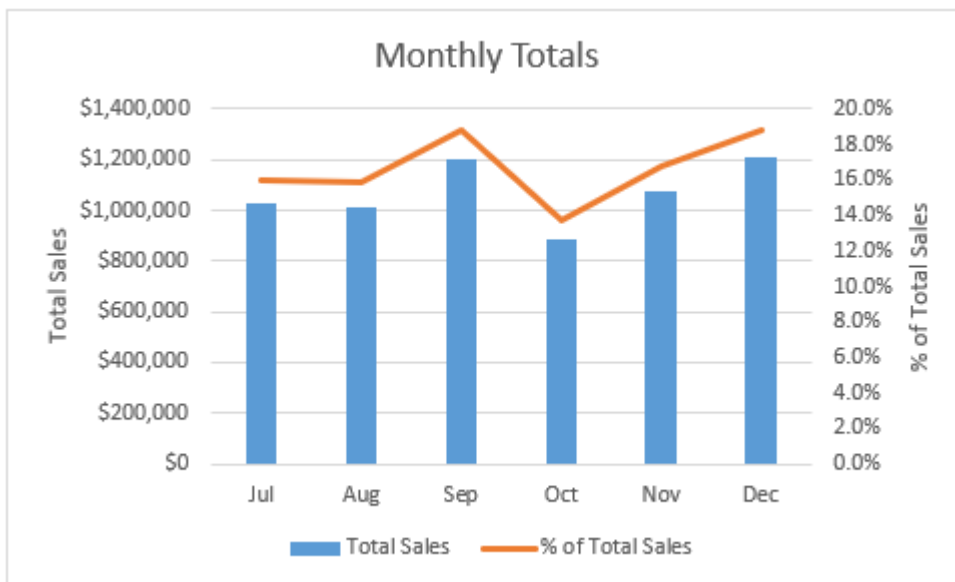
g. Move the chart to below the range, as necessary.

2. Modify the chart title and include axis titles for each Y axis.

- a. Select the **Chart Elements** button  and hover over **Axis Titles**. Select the arrow that appears to the right and select **Primary Vertical** and **Secondary Vertical**.

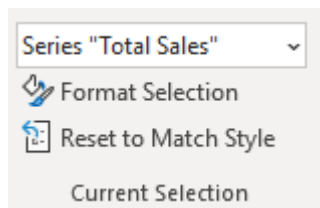




- b. On the left side of the chart, select the **Vertical (Value) Axis Title**. Type = and select cell **B1**, then press **Enter**.
- c. On the right side of the chart, select the **Secondary Vertical (Value) Axis Title**. Type = and select cell **C1**, then press **Enter**.
- d. Select the **Chart Title**, type **Monthly Totals** and press **Enter**.

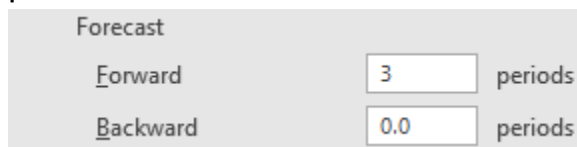


3. Add a trendline to the total sales series.

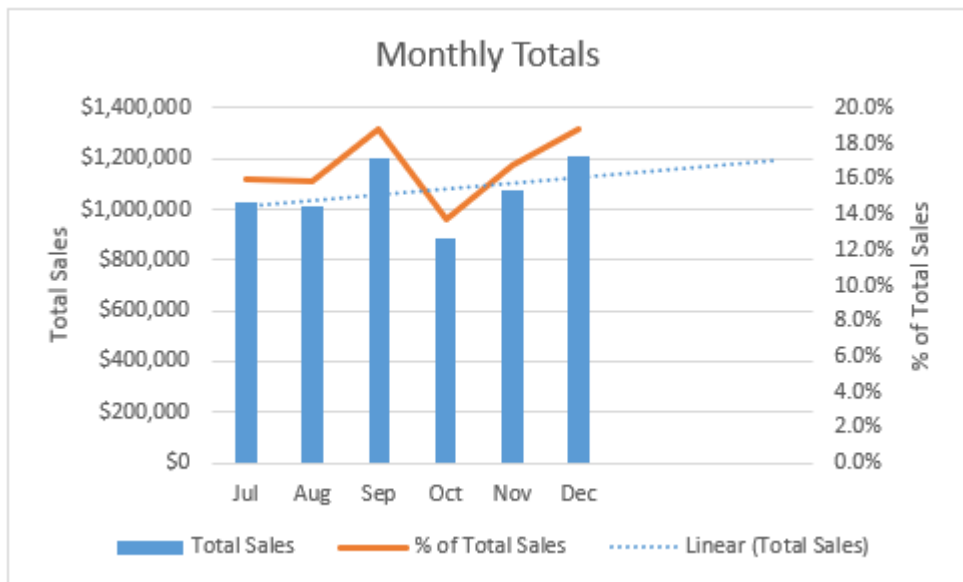
- a. On the **Format** contextual tab, from the **Chart Elements** drop-down list, select **Series "Total Sales"**.



- b.
- c. Select the **Chart Elements** button  and hover over **Trendline**. Select the arrow that appears to the right and select **More Options**.
- d. In the **Format Trendline** task pane, verify that the **Trendline Options** high-level tab is selected and then, if necessary, select the **Trendline Options** low-level tab. 
- e. In the **Trendline Options** section, verify that **Linear** is selected. In the **Forecast** group, select the **Forward** text box, type **3** and press **Enter**.



- f. Verify that the trendline has been added to the chart, forecasting three periods forward.



- g. Close the **Format Trendline** task pane.
4. Save the workbook and keep the file open.