**Instructions for Creating Figure 12.2: Column Chart on an iPad**

1. Create a single series column chart. Organize the data as shown. Months charted are in column A, performance values are in column B.



1. Select cells A1:B7. From the **INSERT** tab, select the **2-D Clustered Column** chart.



1. Delete the y-axis labels, the gridlines, and the chart title.
2. Add data labels to the columns.
3. From the **Format Data Series** task pane > **SERIES OPTIONS**, adjust the Gap Width to 100%.



1. Place the chart on the image of an iPad (or iPhone, computer monitor, etc.).



1. Select the Chart Area. From the Format Chart Area task pane, select No fill.
2. Select the columns. Change the column fill color to white.
3. Select the data labels, change the text color to white.
4. Select the x-axis labels, change the text color to white.
5. Add a text box containing a chart title to the top of the iPad image.

