## 116943 Project

1. Prepare worksheet that is needed at your place of work, for example a comparison of sales figures, expenditure reports, kilometres travelled by vehicles, fuel and oil usage, overtime worked over a period.
2. Populate the worksheet with the data that is needed
3. Insert at least two sparklines
4. Insert at least two charts to visually display the data
5. Change the colour scheme of the chart and the legend to that of your organisation
6. Change the font size and colour of the legends of your charts
7. Insert your organisation’s logo in one worksheet
8. Resize the logo
9. Draw a line around it
10. Save your workbook and e-mail it to your sakhisisizwe.

|  |
| --- |
| Logbook  |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Date | Learner signature | Date | Mentor/supervisor signature |
|  |  |  |  |