Trend Line Graph Practice Assignment

A Trend Line graph is required for your ePortfolio at the end of the semester. This assignment will allow you to practice using the correct formatting for a Trend Line Graph. This graph is due with your Week 4 hours.

1. Using your completed hours for Weeks 1-4 of your internship, create a two row, five column excel spreadsheet indicating the week and the number of hours completed:

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Hours</td>
<td>3</td>
<td>10</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

2. Using this spreadsheet, create a Trend Line graph indicating the number of hours you worked for each week. To do so, highlight your data only, click on the “Insert” tab, and click on “Insert Line Chart” which is next to “Recommended Charts.” Format the graph so that the horizontal axis reads the week and the vertical axis reads the number of hours worked. Title the graph “Hours Worked for the First Four Weeks of Internship.” A sample is provided below:

3. Things to watch out for in formatting:
   a. Consistent Font: 12 point Times New Roman
   b. Graph and Axis Titles are in bold
c. Data point labels are in Times New Roman 12  
d. No Gridlines  
e. Everything in black  
f. Visible Data Points- preferably diamonds  

4. Failure to complete this assignment will result in a loss of 5 points.  

5. Feel Free to email Alexandra Doney at aldoney@syr.edu if you have any questions.