Worksheet 5: Macros and charts

Task 1: Create a macro to reset seat bookings

1. Open the spreadsheet that you created in the last lesson, which has the seating plan, calculations of the revenue from seat sales and the number of seats that have been sold. If you have not got this spreadsheet handy, open TNBT Seat Booking Complete (No Macro or chart) instead.
2. Make sure the Developer tab is visible.
* Click the File tab, click Options and click Customize Ribbon in the left column of the window
* In the Main Tabs list, click Developer, then click OK.
1. Record the macro:
* In the Code group on the Developer tab, click Record Macro
* Enter the name ResetSeats in the Macro Name box, a shortcut key in the Shortcut key box, a description in the Description box
* Click OK to start recording
1. Now clear all the seats in your seat plan. Remember, all your keystrokes are being recorded. Click Stop Recording when you have cleared the seats.
2. Insert a Form Control Button from the Insert Controls menu and select your macro to assign to it.
3. Rename the text on the button and test it out!

Alternatively, you could use a text box instead of a button:

* Insert a text box below the seating plan and format it so that it looks like a button. Put some text on it, “Reset Seats”.
* Right-click the textbox and select Assign Macro. Select your macro and click OK.

Task 2: Add a pie chart of Seats Remaining

1. We will create a pie chart of the number of seats remaining in each price category. To create a simple chart:
* Select the four cells containing the heading Seats remaining in Column AB and the values beneath the heading.
* Click the Insert tab, and select a pie chart. You can choose from one of several types. The pie chart will appear on your spreadsheet and you can drag it to a suitable location.
* Right-click the legend at the bottom of the chart, currently showing 1, 2 and 3, and click Select data. In the pop-up window, in the right-hand box Horizontal (Category) Axis labels, click Edit.



* Click in the Axis label range and on your spreadsheet, highlight the seat types T13 – T15 (Premium, Standard, Economy). Click OK. Click OK again in the next window.

Extension Task

1. You can change the colours of the slices to match your seating plan. Click in the pie chart, and click again in a slice to select just that slice. Right-click and select Fill. Select colours for each slice.
2. Right-click the pie chart and select Add data labels. You can select each label and change its position and text size.
3. Experiment with dragging slices, changing text styles and sizes, etc.
4. What happens to the chart when you book more seats, book all seats, or clear them?