CBSA Aged Debtor Practice Exercise

Download the following Excel file:

CBSA Aged Debtor – Excel File

Find the information at the data source and present it in a Cluster Column chart.

Add a chart title ‘Accounts Outstanding by Timeframe.’

Remove the totals from the data set.

Colour code the segments:

* Adjust the colour of monies owed between 0-30 days to green
* Adjust the colour of monies owed between 31-60 days to yellow
* Adjust the colour of monies owed between 61-90 days to orange
* Adjust the colour of monies owed between 91-180 days to red
* Adjust the colour of monies owed for greater than 181days to dark grey

Insert axis titles.

Expand your chart to improve readability.

Save your workbook.

After you have completed the practice exercise, you can check the sample answer here.