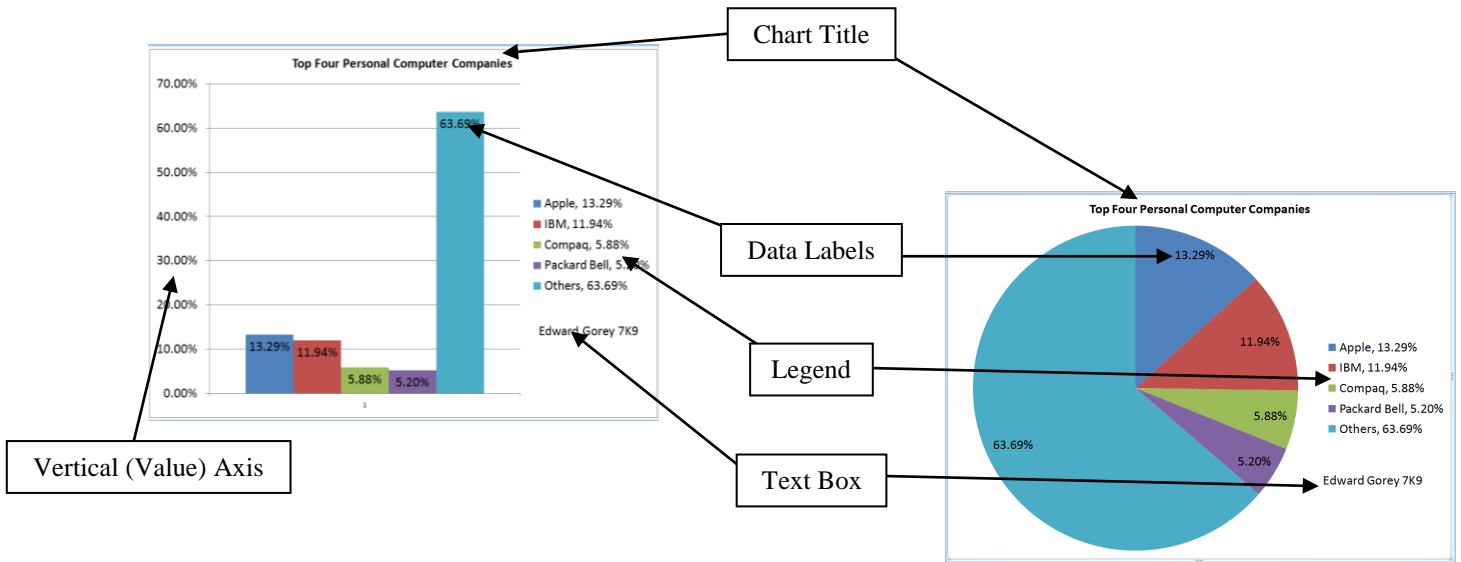


Making Charts and Graphs In Microsoft Excel

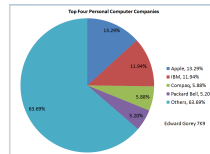


A. Completing Sheet 1

- Open Microsoft Excel.
 - Press *Enter* when you have finished typing in a cell.
 - With the mouse, click in the next cell you want to type in or use the arrow keys to get to next cell.
 - Make the cells wide enough to fit all the information.
- Save and use the file name **Charts and Graphs**.
- Type the following information in the correct cells...

	A	B	C	D	E
1	Your Name, Grade and Section				
2					
3	Apple, 13.29%	IBM, 11.94%	Compaq, 5.88%	Packard Bell, 5.20%	Others, 63.69%
4	0.1329	0.1194	0.0588	0.052	0.6369

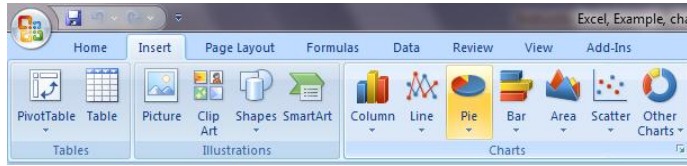
B. Creating Chart 1(Pie Chart)



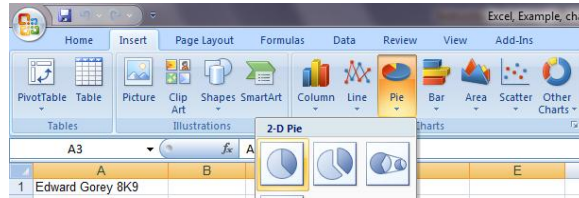
- Select cells **A3** to **E4** (NOT your name or any empty cells). The first cell you highlight will stay white.

	A	B	C	D	E
1	Your Name, Grade and Section				
2					
3	Apple, 13.29%	IBM, 11.94%	Compaq, 5.88%	Packard Bell, 5.20%	Others, 63.69%
4	0.1329	0.1194	0.0588	0.052	0.6369

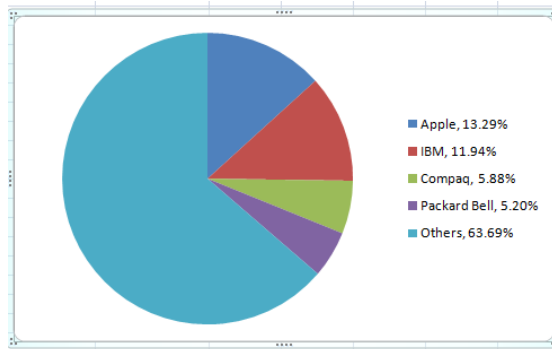
5. Click the Insert tab. In the Charts group, click Pie.



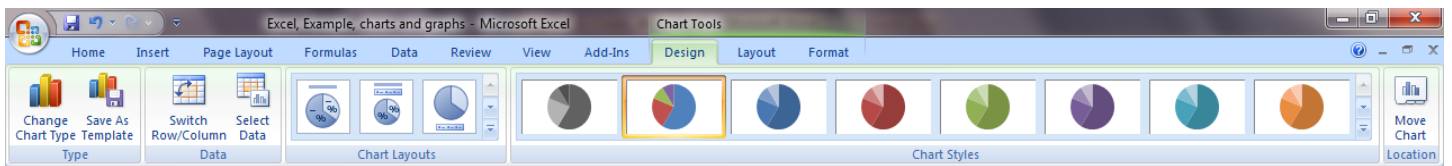
6. Click on the first 2-D Pie.



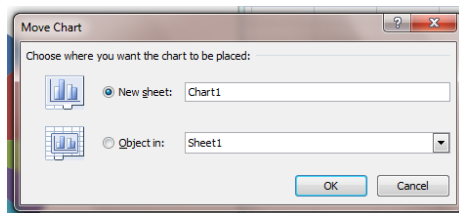
7. Your chart should look like this...



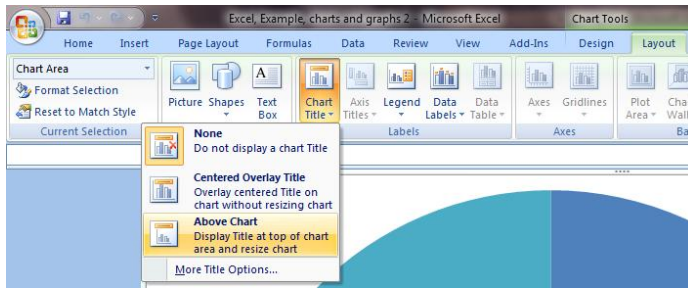
8. In the Design tab, go to the Location group and move the chart.



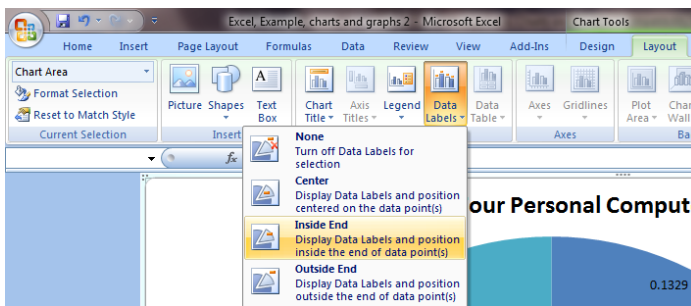
9. Click New Sheet, and make sure it is called Chart 1.



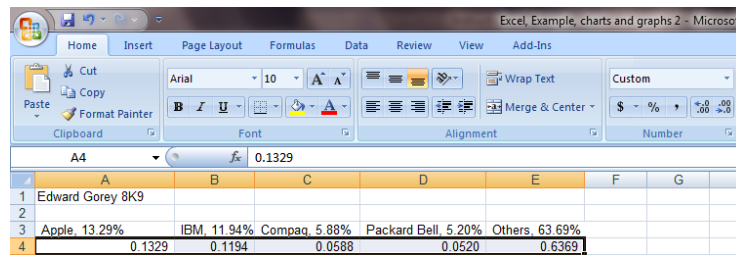
10. Click on the chart, then click the Layout tab, and in the Labels group click Chart Title and choose Above Chart. Type in the title, Top Four Personal Computer Companies



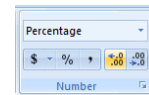
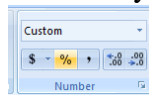
11. In the Labels group click Data Labels and choose Inside End.



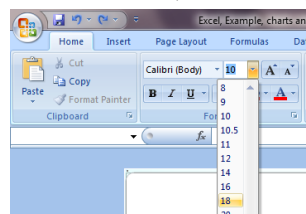
12. To make the Data Label numbers look like the numbers in the legend, go back to Sheet 1, and select the numbers in the 4th row.



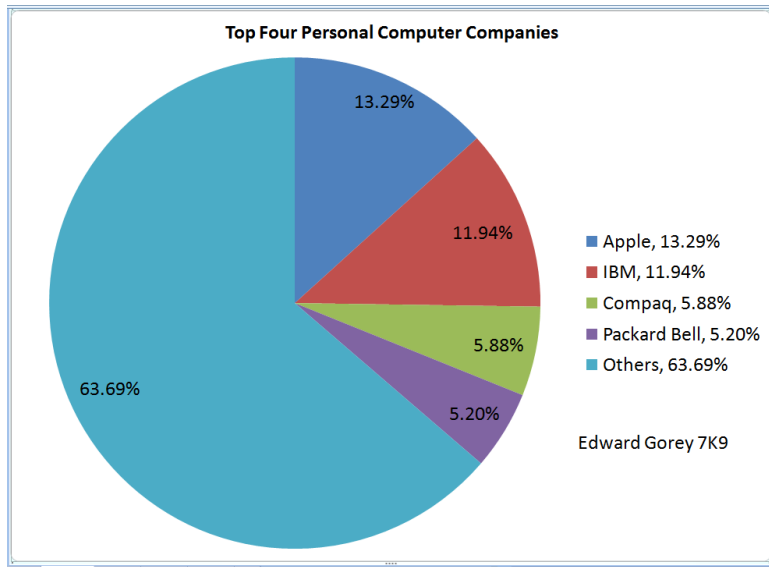
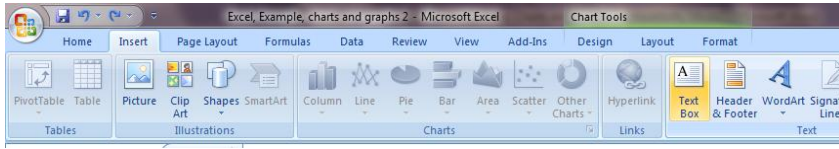
13. In the Home tab, Number group, click the Percent Style button once, and click the Increase Decimal button TWICE.



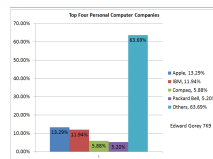
14. Go back to Chart 1, click on the Home tab, and change all of the words and numbers to size 18.



15. Click the Insert tab, in the Text group click Text Box. Draw a text Box under the chart Legend and type your name and section. Select your name and section and change the font size to 18.



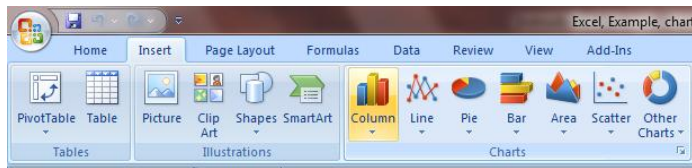
C. Creating Chart 2 (Bar Graph)



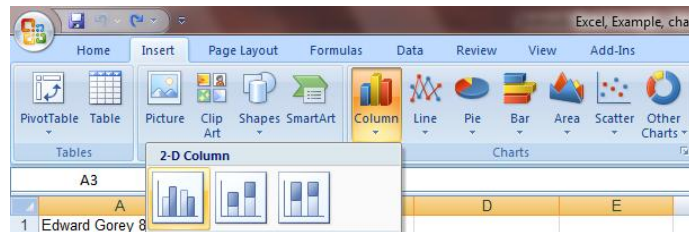
16. Return to Sheet 1 and select cells A3 to E4 (NOT your name or any empty cells).

	A	B	C	D	E
1	Edward Gorey 8K9				
2					
3	Apple, 13.29%	IBM, 11.94%	Compaq, 5.88%	Packard Bell, 5.20%	Others, 63.69%
4	13.29%	11.94%	5.88%	5.20%	63.69%

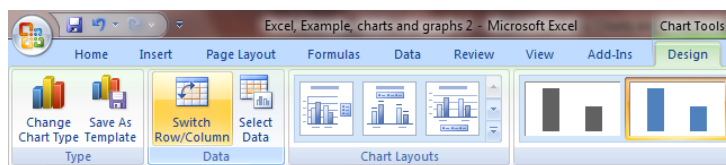
17. Click the Insert tab. In the Charts group, click Column.



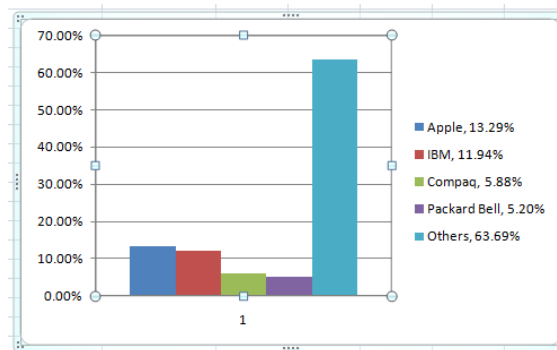
18. Click on the first 2-D Column.



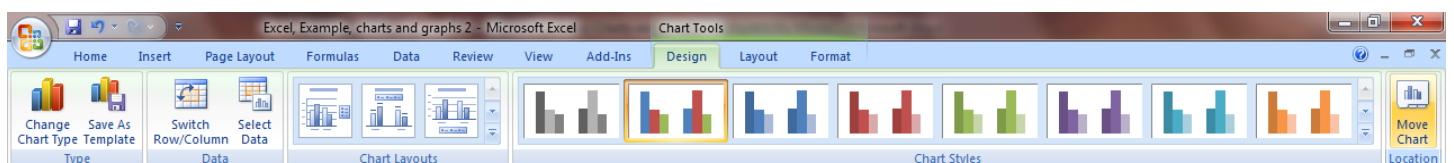
19. In the Design tab, go to the Data group and click Switch Row/Column.



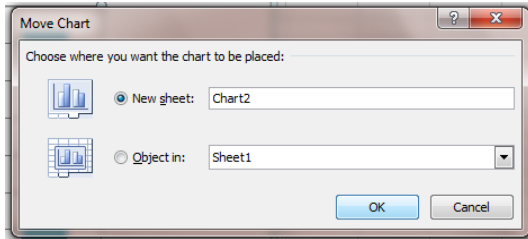
20. Your chart should look like this...



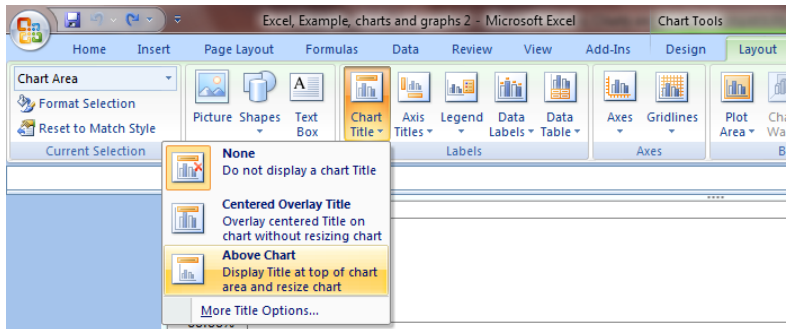
21. In the Design tab, go to the Location group and move the chart.



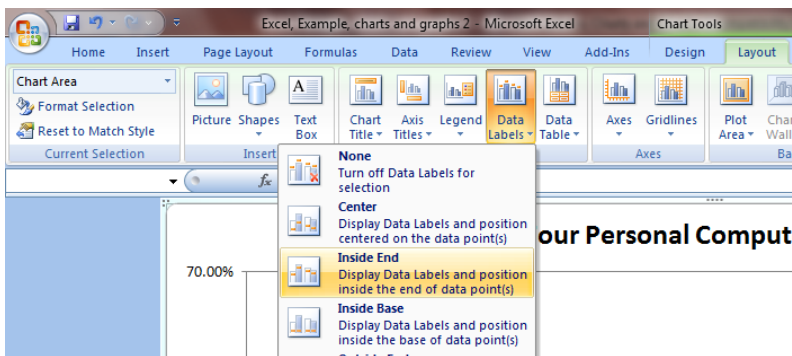
22. Click New Sheet, and make sure it is called Chart 2.



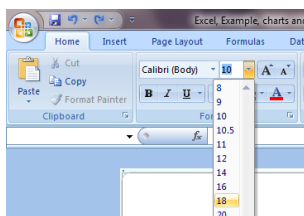
23. Click on the chart, then click the Layout tab, and in the Labels group click Chart Title and choose Above Chart. Type in the title, Top Four Personal Computer Companies



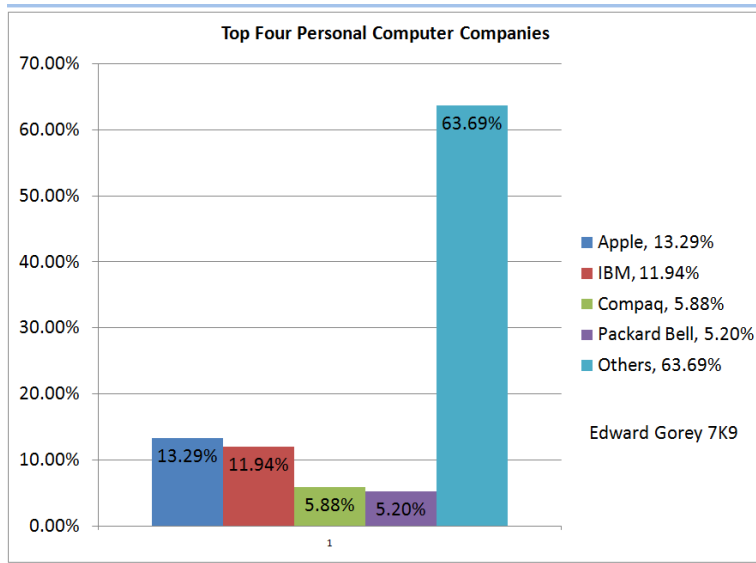
24. In the Labels group click Data Labels and choose Inside End.



25. Go back to Chart 1, click on the Home tab, and change **all** of the words and numbers to size 18.

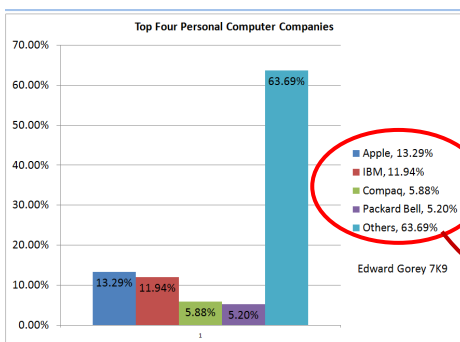


26. Click the Insert tab, in the Text group click Text Box. Draw a text Box under the chart Legend and type your name and section. Select your name and section and change the font size to 18.



27. If you find that you made any spelling mistakes that appear in the legend of your charts/graphs, they need to be corrected on **Sheet 1**. This will correct text on the graphs.

28. If you find you made any spelling mistakes that appear in the title or in the text box, they can be corrected directly on the chart/graph.



	A	B	C	D	E
1	Your Name, Grade and Section				
2					
3	Apple, 13.29%	IBM, 11.94%	Compaq, 5.88%	Packard Bell, 5.20%	Others, 63.69%
4	0.1329	0.1194	0.0588	0.052	0.6369

29. Save your file and let me see before you print. To print Sheet 1, Chart 1, and Chart 2...

- Click the Office button,
- Click Entire Workbook,
- Click OK.

