


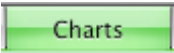


Creating Graphs with Excel (Office 2008 version)

*You will make a bar graph of Favorite School Lunch Food of Mr. Glickman's Students.
This will help you to learn how to use a spreadsheet to create a graph.*

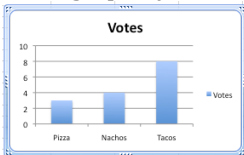
1. Open Microsoft Excel . Save your file as **graphs_yourname.xlsx** (notice the file extension!!!!)
2. Create a table for the data collected in class. This involves making two columns of data, one for the food items and one for the votes.


| | A | B |
|---|----------------|-------|
| 1 | Favorite Foods | Votes |
| 2 | Pizza | 3 |
| 3 | Nachos | 4 |
| 4 | Tacos | 8 |

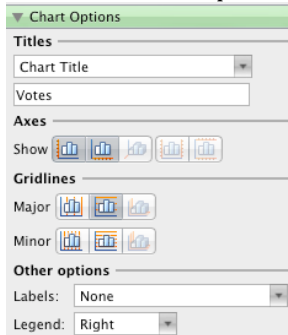
3. Select the entire data table (click and drag over it).

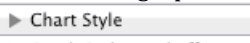

4. Click the  tab, then choose the type of graph that you wish to create. In this case, choose , then .

5. Select graph by clicking on it.



6. Open the Formatting Palette by clicking .
7. Under the "Chart Options" tab you will be able to add important details to your graph, and format your graph.




8. Change the "Chart Title" to an accurate title.
9. Create a horizontal (x-axis) label that accurately represents the data.
10. Create a vertical (y-axis) label that accurately represents the data.
11. Add "value" label to the top of each bar.
12. Remove the legend.
13. Format the table to improve readability by using the formatting tools located in the formatting palette and the formatting toolbar.
14. Resize the graph to fit to the same page as the data table, leaving space for the circle graph.
15. Format the graph to improve readability by changing the options under  .

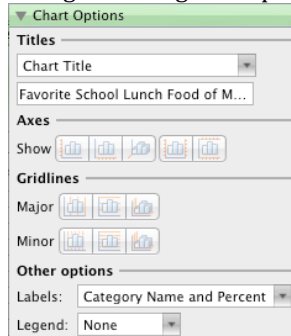
Using the data from the bar graph activity, you will create a circle graph.

16. Select the data (click and drag over it).

17. Click  >  > .



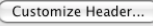
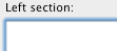

18. Under the Chart Options tab of the Formatting Palette  Toolbox, ...

- a. change the "Chart Title" to an accurate title,
- b. change the "Labels" option to Category Name and Percent, and
- c. change the "Legend" option to None.



19. Resize the graph to fit to the same page as the bar graph and data table.

20. Format your circle graph by selecting items and modifying them with the formatting tools.

21. Insert a header with your Name, and date [ >  >  >  > ]

22. Save (again) as ...
graphs_yourname.xlsx

