

Creating Graphs on Excel

Name: _____
Date: _____
Per. _____

Objective:

1. You will be able to create a bar graph on the computer using the given information.
2. You will be able to create a bar graph on the computer using your own information.

Procedure:

1. Log-in to the computer by typing your student ID #, and your password.
2. Once the desktop has completely booted up, click on the Start Menu. Go to the Programs File. Then, click on Microsoft Excel.
3. Find the box A: 1 and type in your first and last name.
4. In box A: 2, type the Date.
5. In box A: 3 type the Class Period.
6. Type in the table below. Make sure that it is typed exactly as it is below. (It does not matter exactly where you type it on the page.)

	1st	2nd	3rd	4th
John	89	94	96	99
Donna	95	86	81	100
Jill	90	92	95	88
David	96	100	89	95

7. After all of the information has been entered, place the cursor (with your mouse) in the upper left hand corner of the table. Once the cursor is in the empty box, press and hold down the **left button** on the mouse and drag the cursor to the opposite corner of the table to highlight the entire table.
8. On the toolbar at the top of the page, where you see the names file, edit, view, insert, etc., click on **insert**.
9. Look through the list until you find the word chart and click on it. (This will bring up the chart wizard, which will show a picture of what graphs you can choose from.)
10. Now, follow the steps on the chart wizard.
 - a. The column type is already selected, so pick the example in the top left. And, then click next.
 - b. Your information should already be selected, so the Data range line will be highlighted. If not raise your hand. Otherwise, click the next button.
 - c. The legend is fine where it is, but you need to give the graph a title. In the chart wizard, there are tabs at the top labeled, Title, Axes, Gridlines, Legends, etc. Click on **Title**:
 - d. Click on the white box below the "chart title:" and type the title of our chart "**Student Averages**".
 - e. Next, click on the Category (x) axis, label it "**Quarters**".
 - f. Label the Value (y) Axis "**Percentage**". (If you press the tab key you can double check your work in the sample box.)
 - g. When you have done that, click the next button. We want the object to be on sheet one, which is already indicated, so all you have to do is click finish and watch the computer create it!
 - h. Go up to File, and print Preview to see a full page picture of your graph/chart.
 - i. Now, click on the print button to print the file.
 - j. Staple your graph to this paper and hand it in.