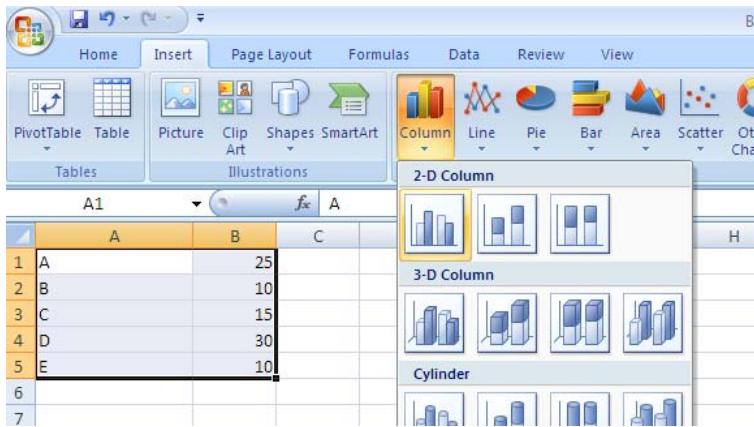


Which Graph? Copymaster 5 Bar Graph Instructions

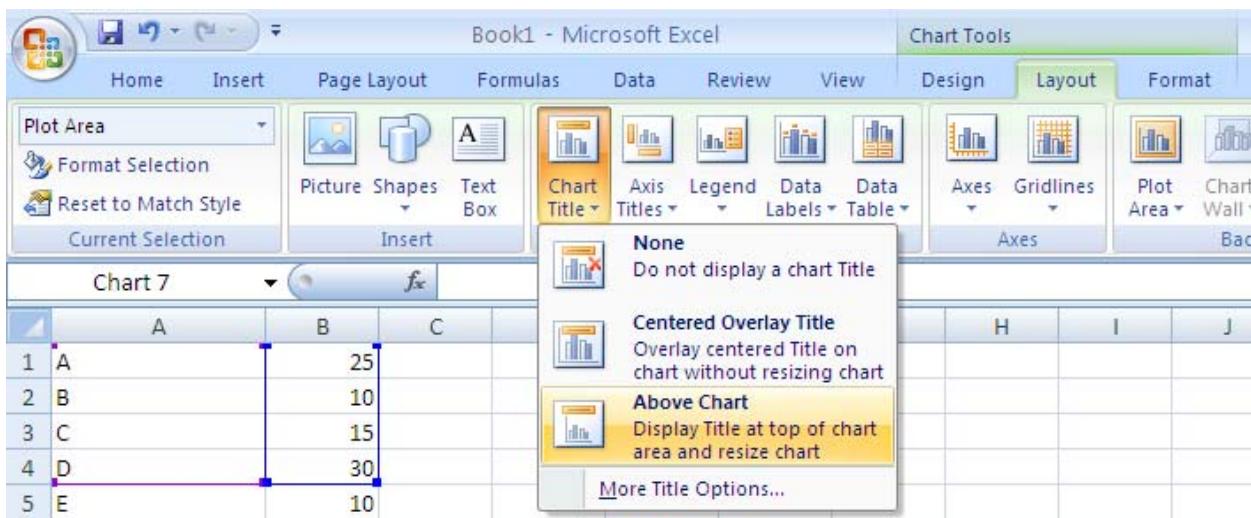
1. Open an Excel spreadsheet. Enter the categories of your choice in Column A and Percentage of Students in Column B. Select the data by highlighting with the mouse.

	A	B	C
1	A	25	
2	B	10	
3	C	15	
4	D	30	
5	E	10	
6			

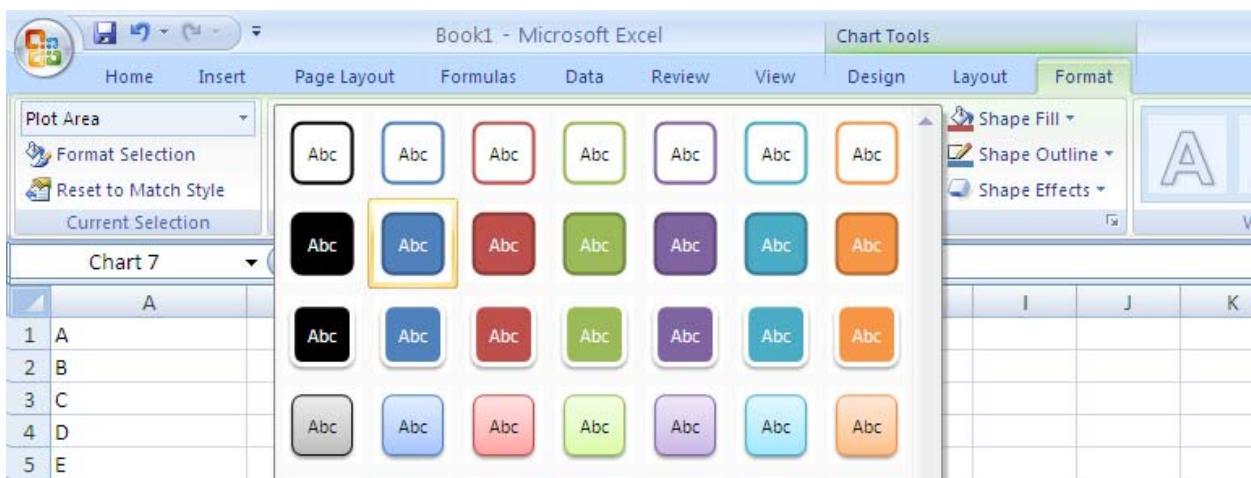
2. From the Insert Tab select the Column Graph, and choose the first option in the 2-D Column.



3. A column bar graph will appear in a frame on the Spreadsheet. Click on the words Series 1 and press delete.
4. From the Layout Tab select the Chart Title option and then the Above Chart option. Title your graph either by typing in the textbox or in the formula bar. Click outside the textbox to confirm the title or press enter if typing in the formula bar.



5. From the Layout Tab select the Axis Titles option and label the x axis and the y axis.
6. Click on one of the bars so it is the only bar selected. From the Format Tab choose a colour and style for the bar. Do this for all the bars on your graph.



7. The size of the bar graph can be changed by clicking on the frame and using the mouse.
8. To print click on the graph and select print from the Microsoft Office Icon in the top left corner of the page.

Which Graph? Copymaster 5 Pie Graph Instructions

1. Open an Excel spreadsheet. Enter the categories of your choice in Column A and Number of Students in Column B. Select the data by highlighting with the mouse.

	A1	f _x	A
	A	B	C
1	A	25	
2	B	10	
3	C	15	
4	D	30	
5	E	10	
6			

2. From the Insert Tab select the Pie graph, and choose the first option in the 2-D Column.

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Tables Illustrations

Chart Tools

Chart 10

	A	B	C	D	E
1	A	25			
2	B	10			
3	C	15			
4	D	30			
5					

3. From the Layout Tab select the Chart Title option and then the Above Chart option. Title your graph either by typing in the textbox or in the formula bar. Click outside the textbox to confirm the title or press enter if typing in the formula bar.

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Chart Tools

Formulas Data Review View Design Layout Format

Text Box Chart Title Axis Legend Data Labels Data Table

None Do not display a chart Title

Centered Overlay Title Overlay centered Title on chart without resizing chart

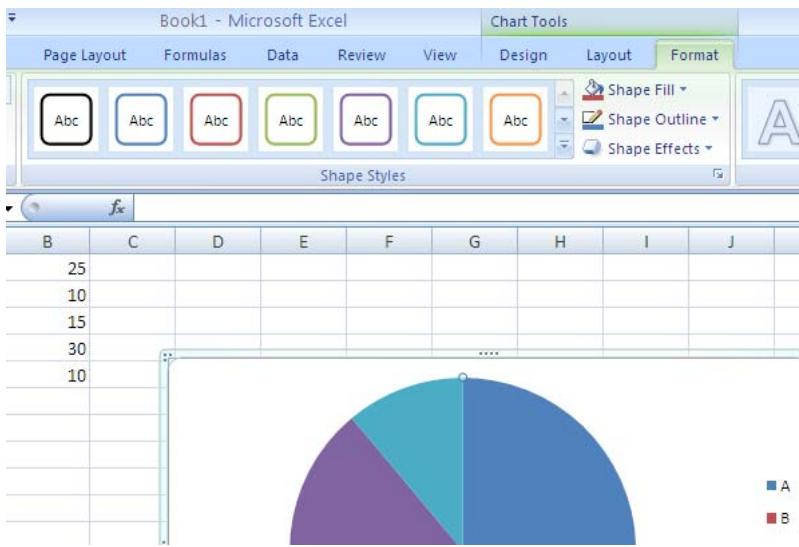
Above Chart Display Title at top of chart area and resize chart

More Title Options...

H I J K

4. You can change the colour of the pie sectors by clicking on the sector. From the Format Tab choose a colour and style for the bar. Do this for all the sectors on your graph. Match the colours to the corresponding categories in the bar graph.

5.



6. Click on the frame of the pie graph to adjust the size using the mouse.
7. To print click on the graph and select print from the Microsoft Office Icon in the top left corner of the page.