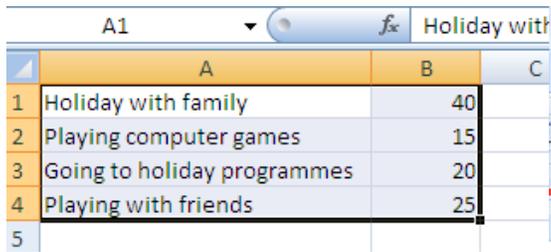


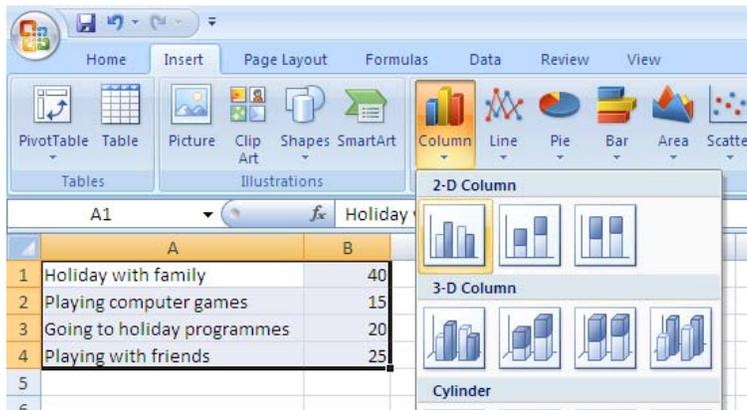
Which Graph? Copymaster 6 Bar Graph Instructions

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.

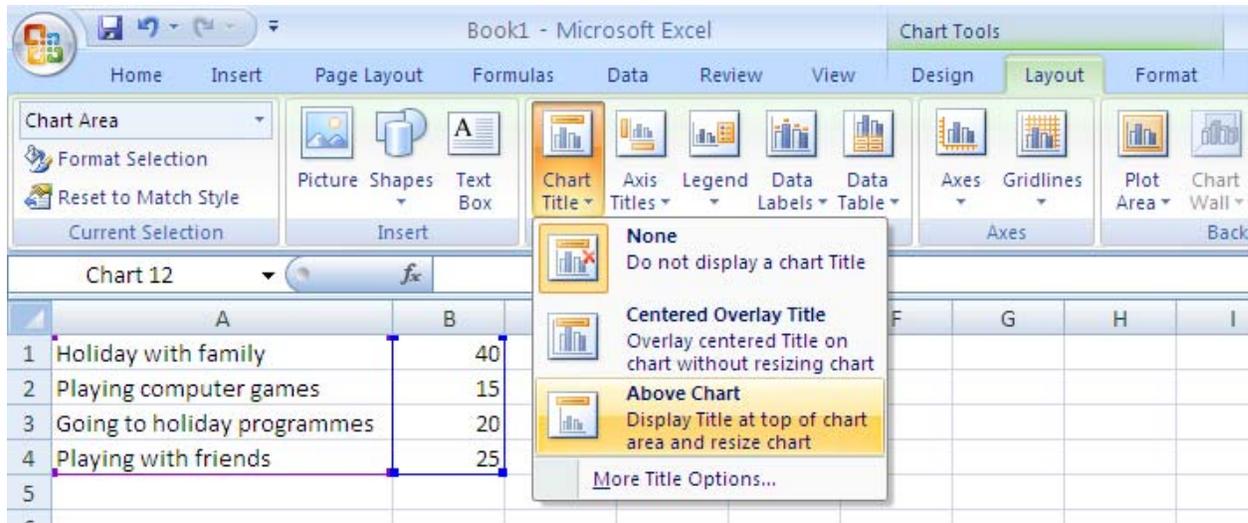


	A	B	C
1	Holiday with family	40	
2	Playing computer games	15	
3	Going to holiday programmes	20	
4	Playing with friends	25	
5			

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.



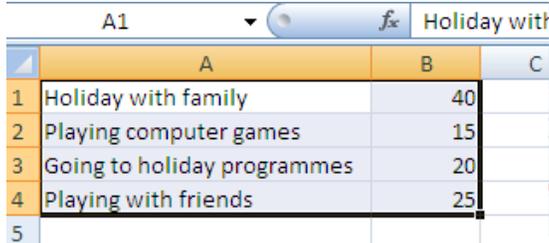
- From the Layout Tab select the Axis Titles option and label the x axis and the y axis.
- Click on one of the bars so it is the only bar selected. From the Format Tab choose a colour and style for the bar. Do this for all the bars on your graph.



- The size of the bar graph can be changed by clicking on the frame and using the mouse.
- 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 6 Pie Graph Instructions

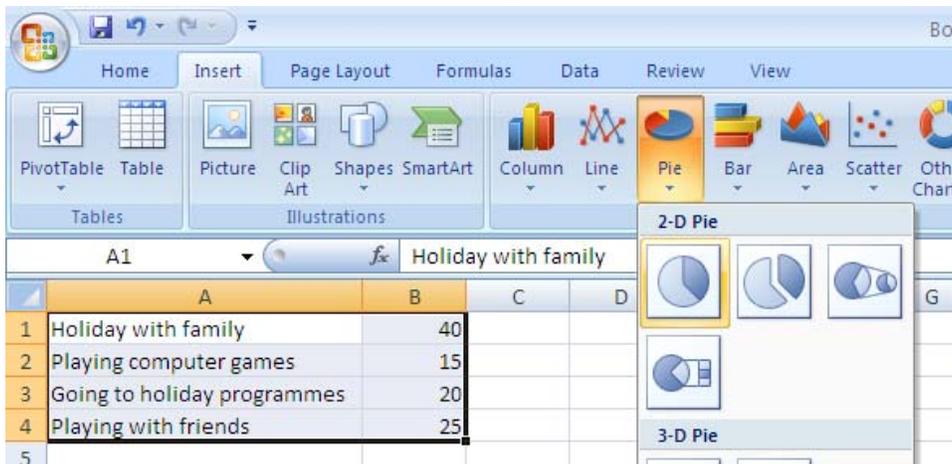
1. Open an Excel spreadsheet. Enter the categories of your choice in Column A and Number of Students in Column B. Select the data by highlighting with the mouse.



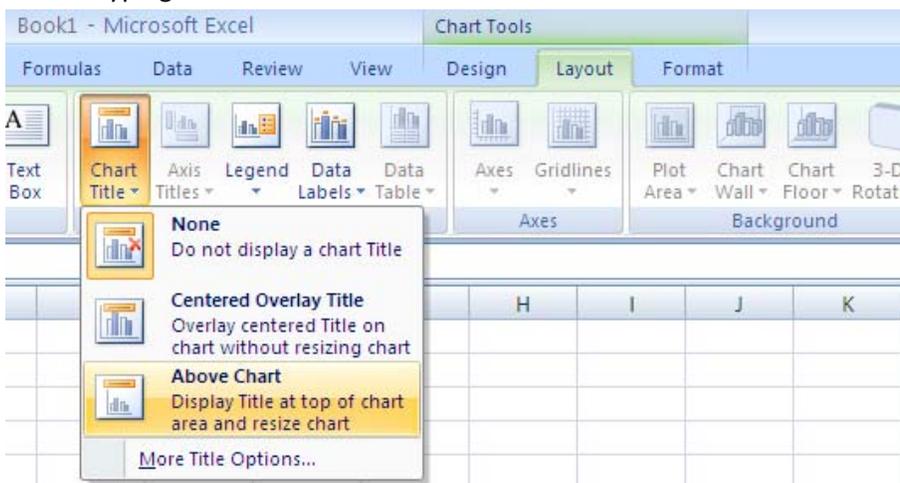
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Holiday with family	40	
2	Playing computer games	15	
3	Going to holiday programmes	20	
4	Playing with friends	25	
5			

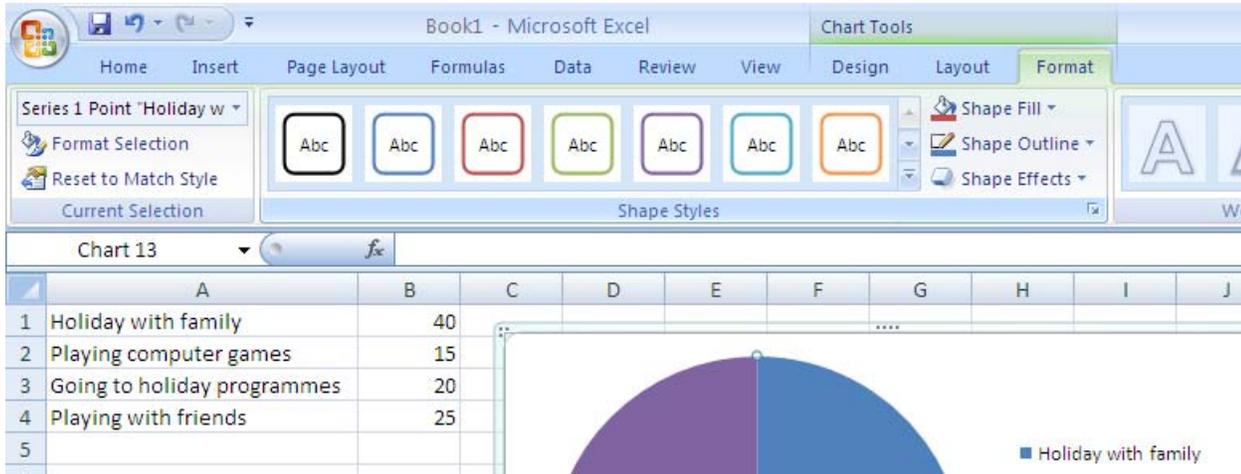
2. From the Insert Tab select the Pie graph, and choose the first option in the 2-D Column.



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.



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. Click on the frame of the pie graph to adjust the size using the mouse.
6. 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 6

Statement	True or False or Can't Tell	Clearly shown on Bar Graph, Pie Graph, Both or Neither
40% said their favourite activity is going on holiday with their family.		
Going to holiday programmes was a more popular choice than playing with friends.		
A quarter said their favourite activity is playing with friends.		
People like to take their friends on family holidays.		
10% more said their favourite activity is playing with friends than said playing with computers.		
Together being on holiday with family and playing with friends makes by more than half the votes.		
The most popular activity was going on holiday with family.		
A third said their favourite activity is going to holiday programmes.		
Twice as many people picked going on holiday with their family than picked going to holiday programmes.		