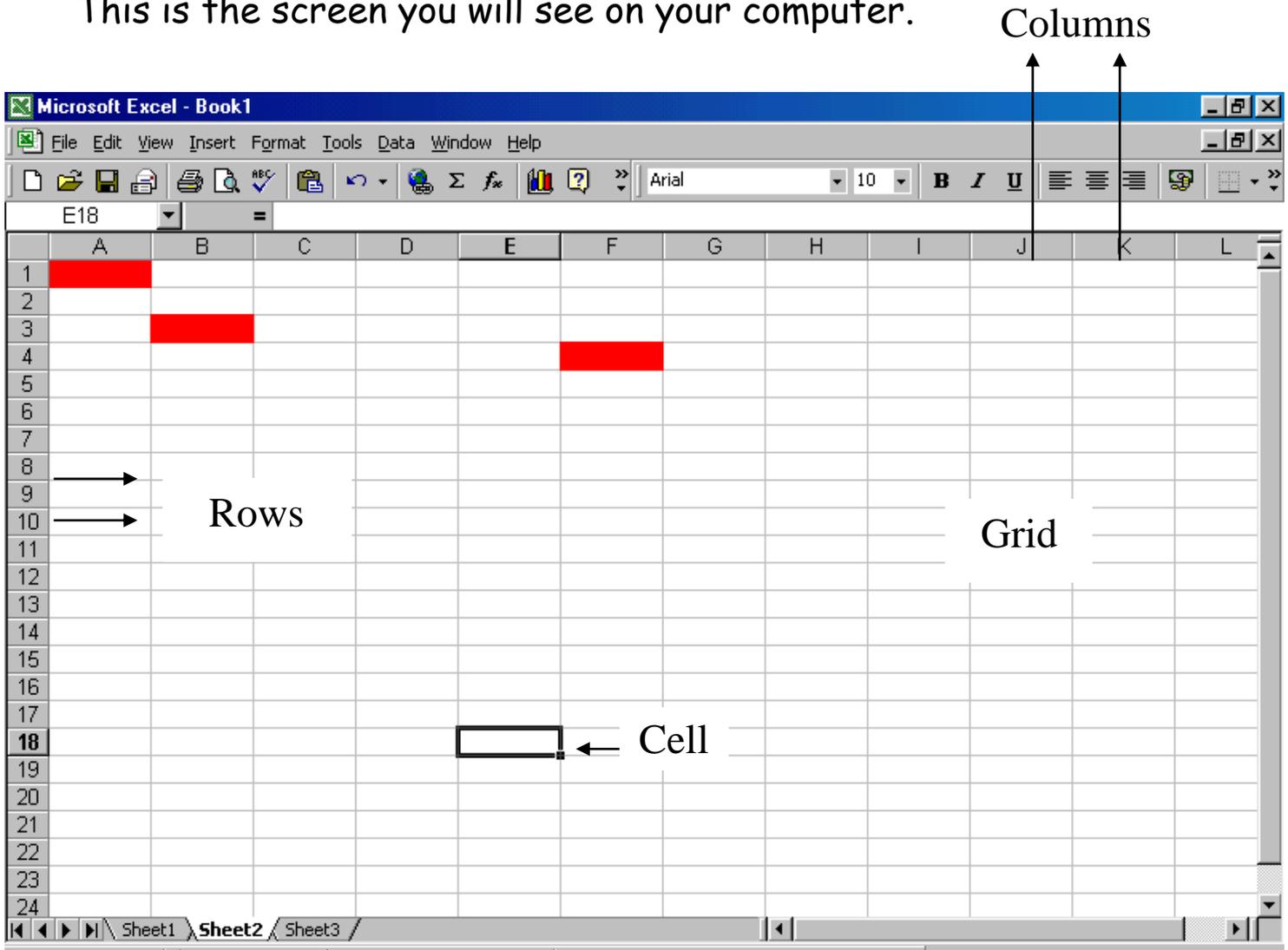


Creating Graphs on the Computer

Use a program called Microsoft Excel

- ✚ Click on Start
- ✚ Click on Programs
- ✚ Click on Microsoft Excel ... wait for the program to open...

This is the screen you will see on your computer.



Sheet numbers

Take some time to explore this screen:

- ✚ Can you find the rows / columns?
- ✚ The entire sheet looks like a table / grid and each little box is called a cell.

Let's create a graph using some of the data collected in the Classroom Census e.g.

Do you have a computer at home?



The number of people who have a computer is _____

The number of people who do not have a computer is _____

To create a graph

✚ Click into Cell A1 on the spreadsheet and type the word 'Computer'

✚ Click into Cell B1 and type in the number of children in the class that have a computer

✚ Click in to Cell A2 on the spreadsheet and type the words 'No Computer'

✚ Click into Cell B2 and type in the number of children in the class that have a computer

Now that you have all the data entered into the computer, it is time to create the graph

✚ Highlight the data you want to use for the graph.

Click on the 'Chart Wizard' button at the top of the screen.

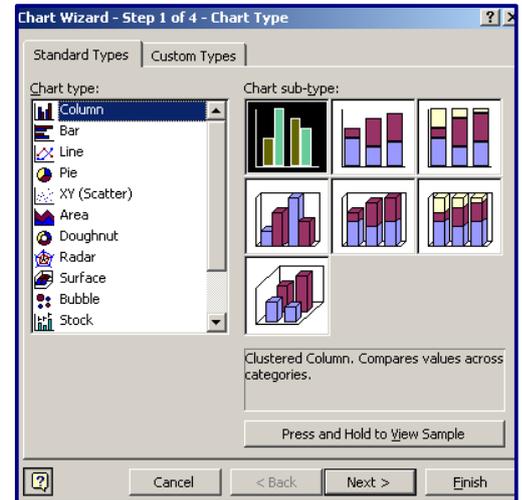


This wizard will guide you through all the steps you will need to make a graph on the computer



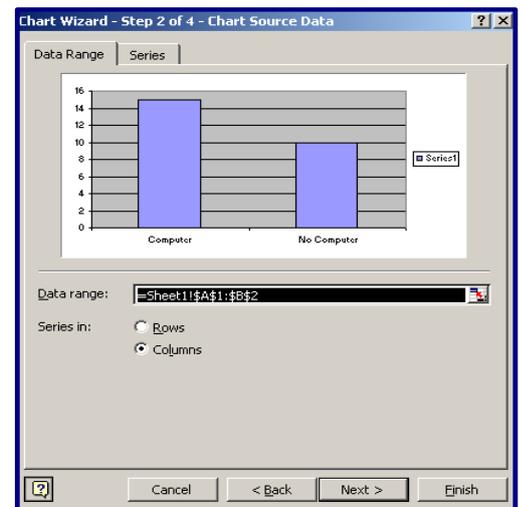
Step 1:

- ✚ Choose the type of graph you want the computer to create e.g. column graph, bar chart, pie-chart...
- ✚ Use the 'Press and Hold to View Sample' button to see the graph drawn
- ✚ Then click on **Next**



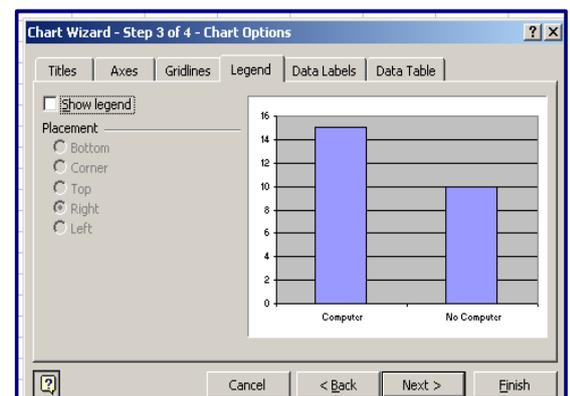
Step 2:

- ✚ You will see the data you have chosen for your graph represented here
- ✚ Click on **Next**



Step 3:

- ✚ This step provides you with Chart Options
- ✚ Click on **Titles** if you would like to put a title on the graph
- ✚ Click on the **Legend** tab and make sure the Show **Legend** box is empty
- ✚ Click on **Next**



Step 4:

- ✚ This step shows where the chart will be located
- ✚ Click on **As New Sheet**
- ✚ Click on **Finish**

