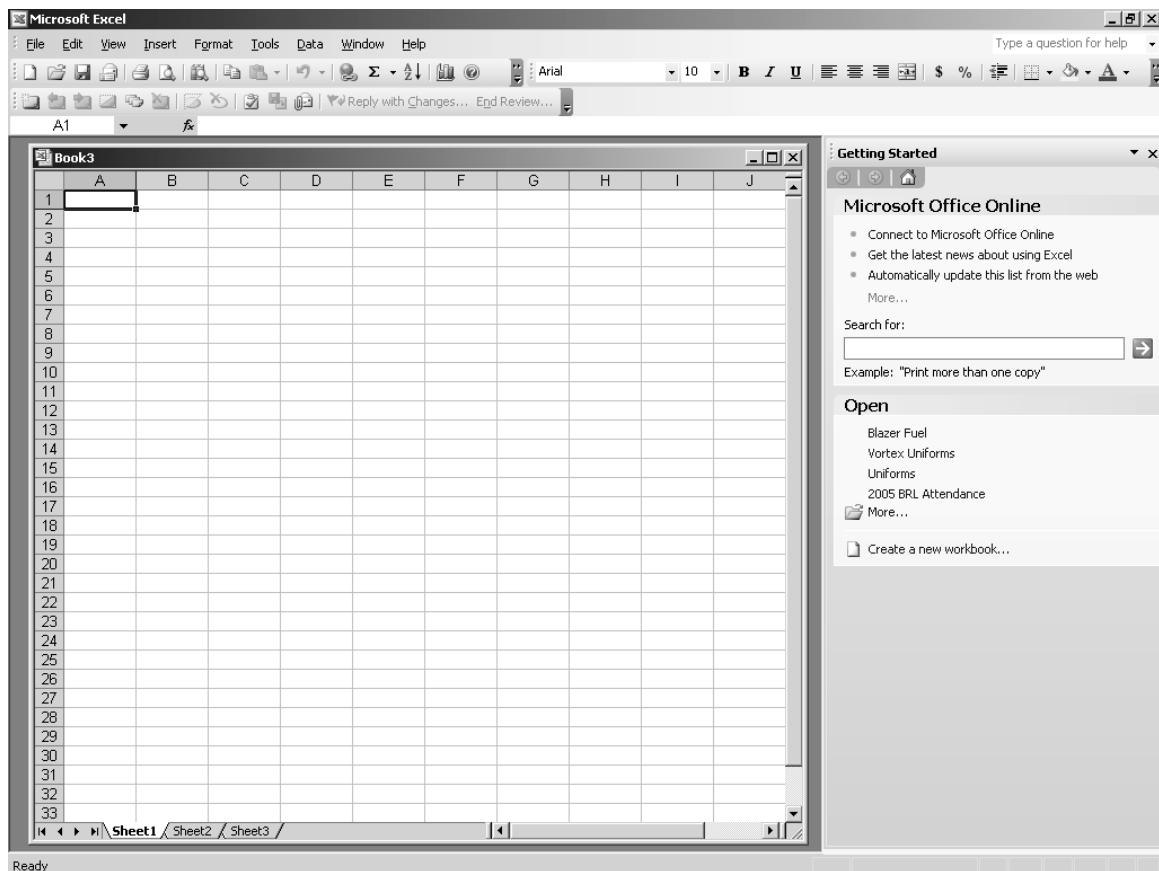


Excel Spreadsheet Activity

This activity will help you create your first basic pie chart using Excel. It will guide you through a step by step process to enter data then make a simple pie chart. Once complete, we will use the same data and try viewing some other charts. I encourage you to play with Excel a bit to see some of the other things you may do with this very powerful program. (The help section is very helpful when doing this experimentation.)

First we need to start the program. When we start Excel, we see the following screen (or something very similar):

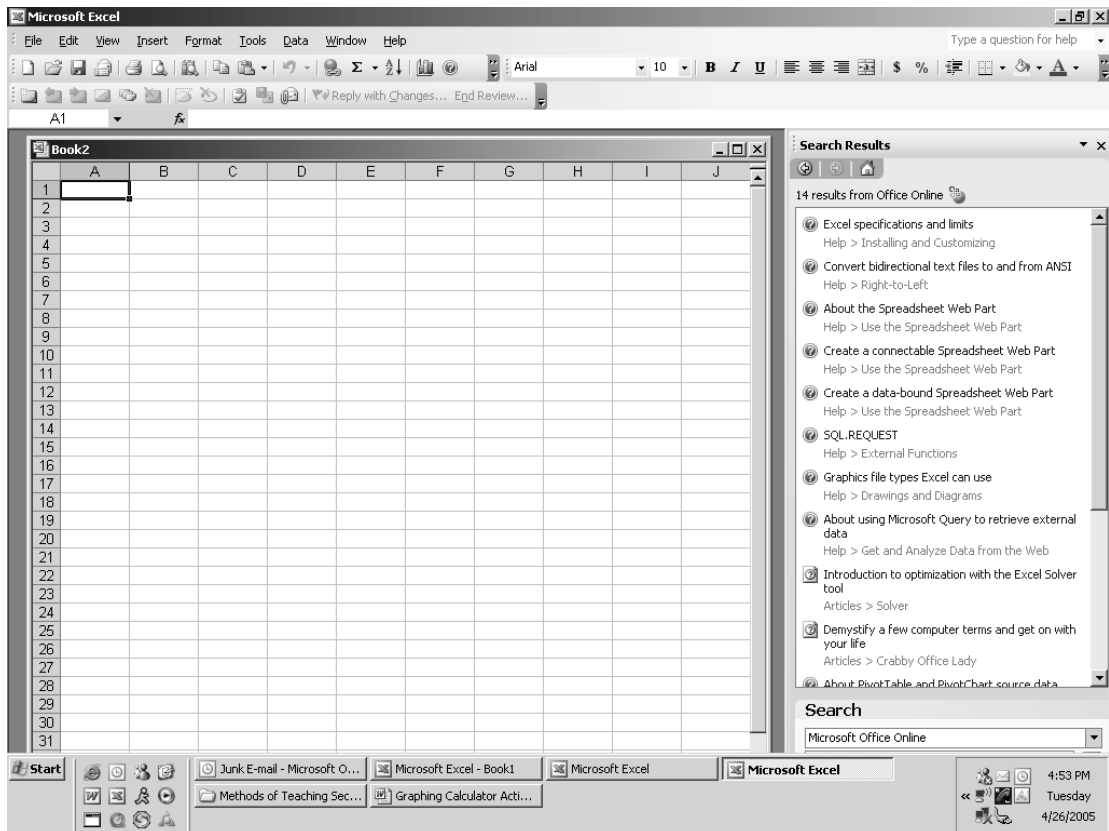


The first thing you should do is see what your limitations are. To do this I would like to use the help function that is built into Excel.

If you do not have the Getting Started window, just press the F1 key on the top of your keyboard.

Start by typing “excel specifications” in the block labeled ‘Search for:’ on the right side of the screen. Then press ENTER.

Your screen should now look like this:



Notice that the top choice is Excel specifications and limits. Then select “Worksheet and workbook specifications”

This will provide you with a lot of other helpful information about how large a spreadsheet may be

Once you are done viewing that info, let’s dive right into making our first pie chart.

In order to create a chart, we must first have some data.

Let's start with some basic names and numbers.

Remember what we have already learned about cells, rows, and columns. If you do not remember, use the help section in Excel to refresh your memory.

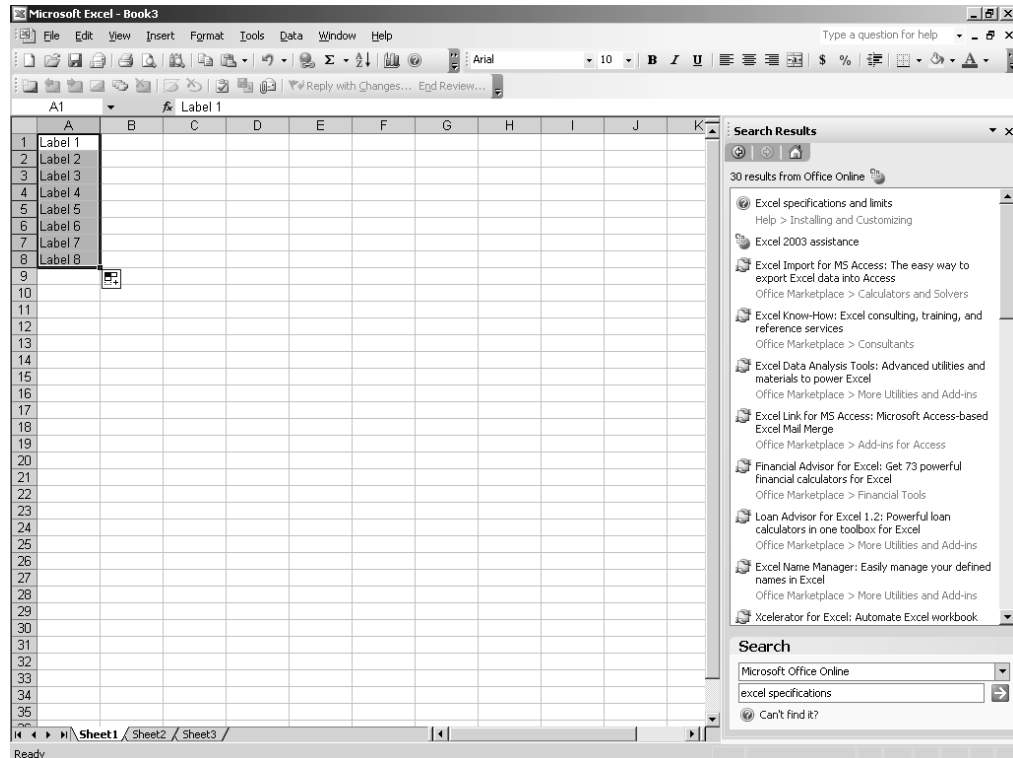
On with the data entry:

1. Click on cell A1
2. Type: "Label 1" and hit ENTER
3. Now click on cell A1 again.
4. Notice there is a bold block around the cell with a little square in the lower right hand corner. Click and drag that little square straight down to cell A8.

Let go of the mouse button.

5. What happened when we let go of the mouse button? _____

6. Screen Check:



7. Now we will insert the numbers. Click on cell B1.

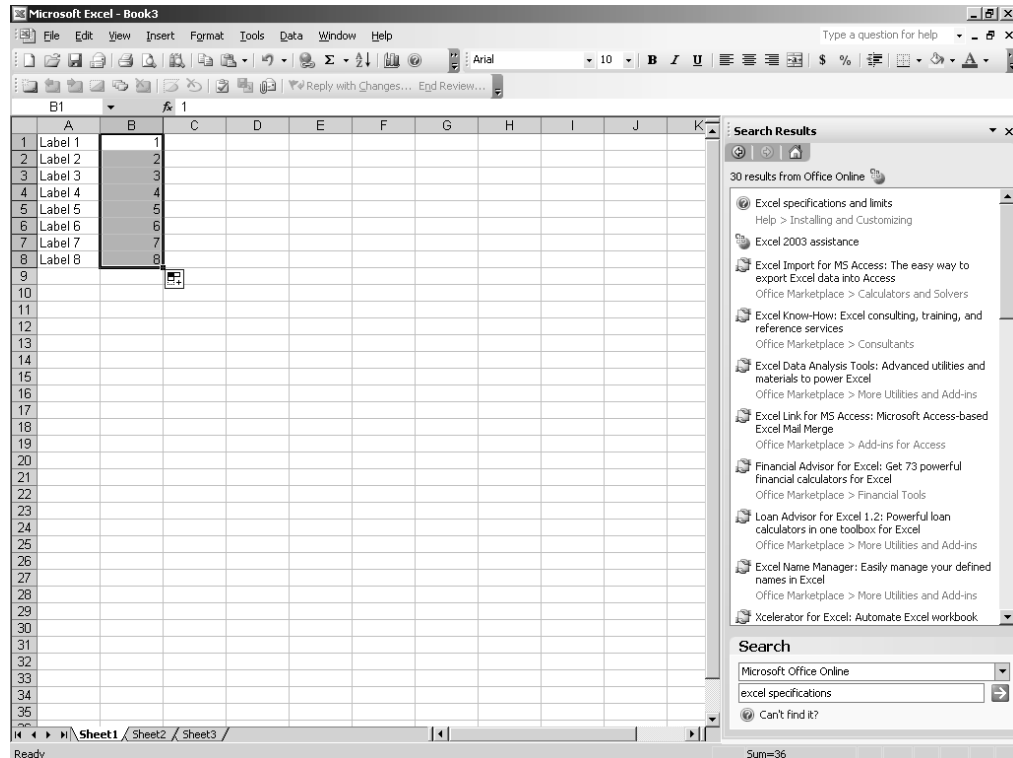
8. Type: "1" and hit ENTER

9. Now try to fill the cells with data as we did before.

10. What happened? _____

11. Try highlighting both cells B1 and B2 and repeat the data fill process

12. Now your screen should look like this:

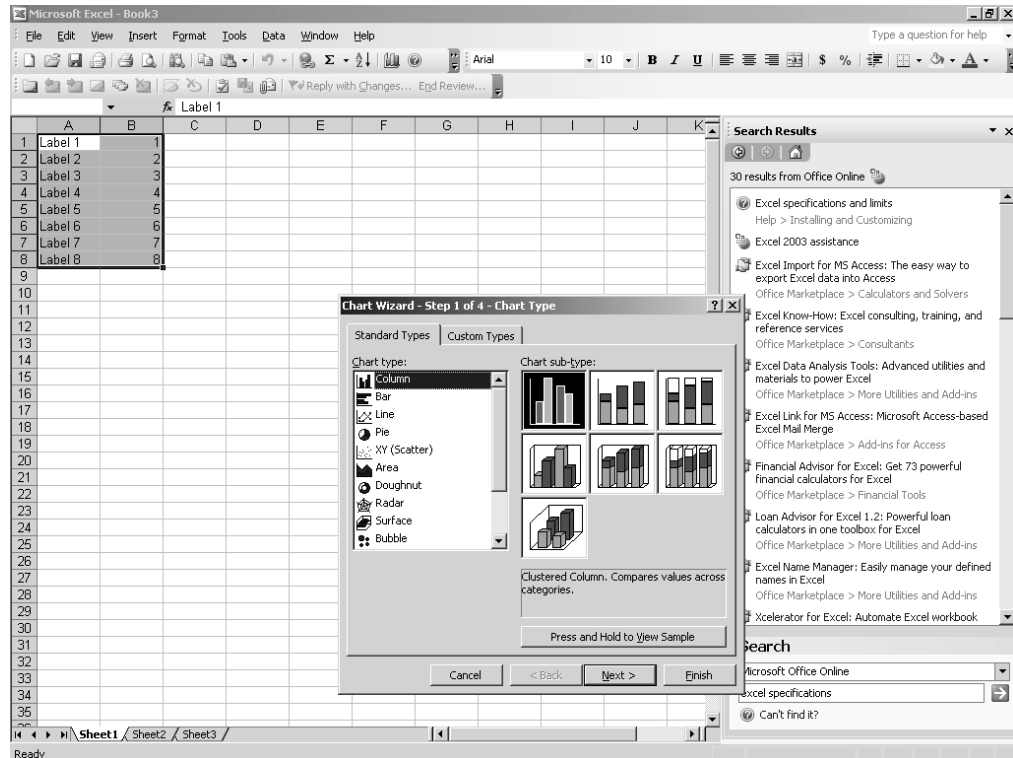


13. Now we want to create the pie chart. We do this by first selecting the data we wish to use. Highlight the data by clicking and dragging from cell A1 to cell B8. All cells that have data in them should now be highlighted.

14. Click on "Insert" on the top tool bar

15. Select "Chart" from the drop down menu.

16. Your screen should look like this now:



17. We will use the wizard to create the chart. Select the “Pie” option in the wizard and click on “Next>”

18. The next screen will show you a sample pie chart and have the data range filled in based on what you have highlighted. There should be a “sparkling” box around your data at this point.

19. Click on “Next>”

20. Select the “Titles” tab and type “Pie Chart” DO NOT PRESS ENTER (If you did, press the “<Back” button)

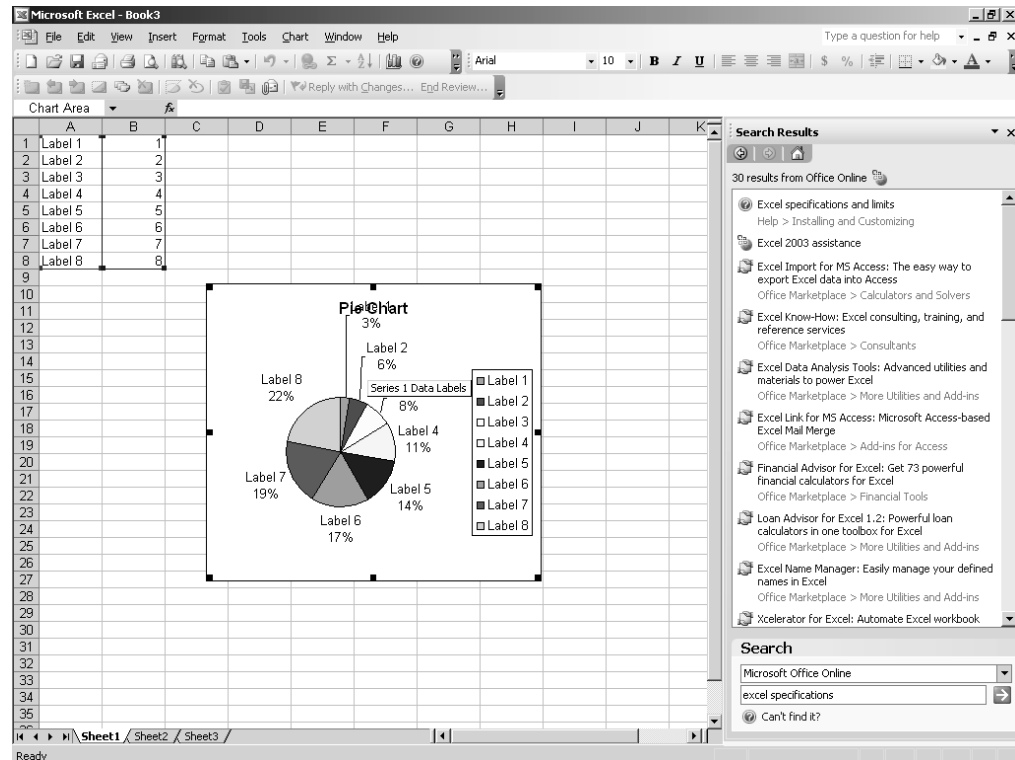
21. Select the “Data Labels” tab...

22. Check the boxes next to “Category Name” and “Percentage”

23. Click on “Next>”

24. Click on “Finish”

25. Congratulations. You should now have a pie chart on your screen that looks like this:



26. Now play with the data a bit.

27. What happens when you change the text in cell A1? _____

28. Now try that for other cells in the A column

29. What happens when you change the number in cell B2? _____

30. Now do the same for the other cells in the B column.

