

Name \_\_\_\_\_  
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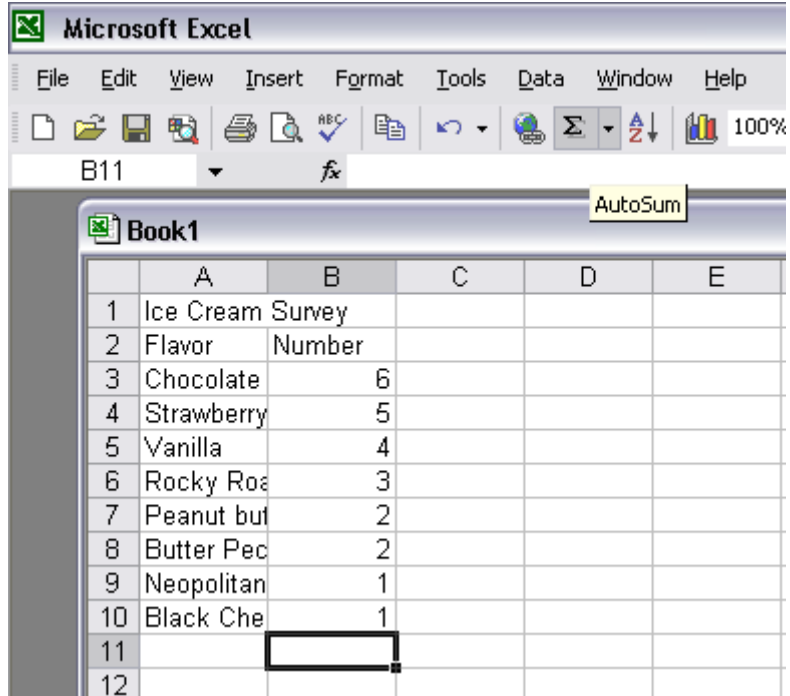
### Making a Chart Using Excel

In this activity you will use an Excel spreadsheet to find the total number of students in a survey, and then you will create a graph to display the results of the survey. The following survey of favorite ice cream flavors will be used for the example.

Chocolate	6 students
Strawberry	5 students
Vanilla	4 students
Rocky Road	3 students
Peanut butter Ripple	2 students
Butter Pecan	2 students
Neapolitan	1 student
Black Cherry	1 student

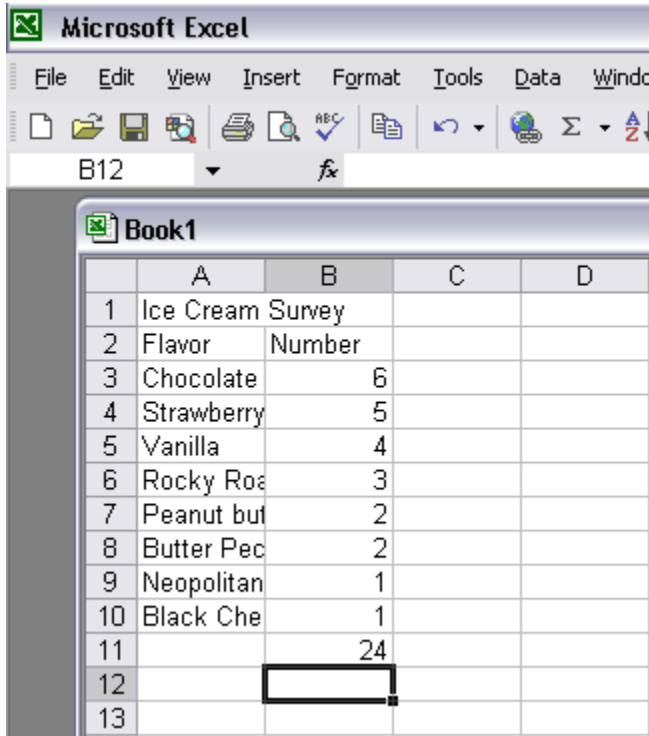
1. Open Excel. A new Excel worksheet should open automatically. If it doesn't, choose **File** from the menu and select "**new**". This will open a new worksheet for you.
2. Now you will enter your data. Do not worry if the names of the ice creams run over into the next cell. The worksheet will take care of this for you. To move on to the next cell, either click the cell you want to move on to with your mouse, or hit return.
  - a. Enter "Ice Cream Survey" in cell A1
  - b. Enter "Flavor" in cell A2.
  - c. Enter "Number" in cell B2
  - d. Enter the flavor names in cells A3 to A10.
  - e. Enter the corresponding number of students in cells B3 to B10
  - f. Enter "Total" in cell A11.
3. Place your cursor over cell B11 and click to select the cell. Now you will ask Excel to find the total of the column of numbers you typed in cells B3 to B10.
4. Be sure that cell B11 is selected, you will know it is selected if it is outlined in dark black. Now click the **AutoSum** button. This is located at top of your screen in the toolbar. It is the Greek letter sigma and looks like the letter M lying on its side.

Your screen should look like this, and notice where the *AutoSum* button is as well.



5. After you click the *AutoSum* button, Excel will select the set of numbers above the equation you just entered by clicking the *AutoSum* button. You can see that Excel has selected these numbers by the flashing dashed line around the column. The equation Excel enters should be =SUM(B3:B10).

6. Now press the enter key. The number 24 should be displayed in cell B11. Your screen should now look like this:

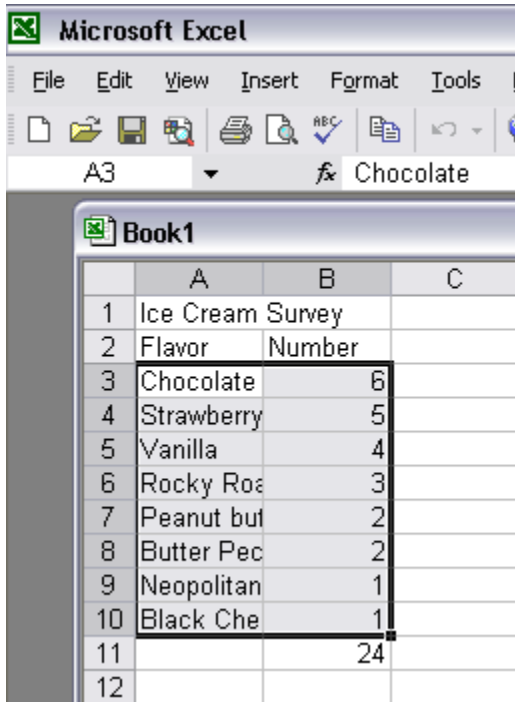


The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Book1'. The spreadsheet has columns A, B, C, and D, and rows 1 through 13. The data in the spreadsheet is as follows:

	A	B	C	D
1	Ice Cream Survey			
2	Flavor	Number		
3	Chocolate	6		
4	Strawberry	5		
5	Vanilla	4		
6	Rocky Road	3		
7	Peanut butter	2		
8	Butter Pecan	2		
9	Neopolitan	1		
10	Black Cherry	1		
11		24		
12				
13				

Now we will create a graph from this data.

7. Highlight the data to be graphed. Do not include the row with heading titles, only the ice cream flavors and the numbers. To highlight the data, put your cursor in cell A3, click and hold the mouse button down and drag to cell B10. After your data is highlighted your screen should look like this:



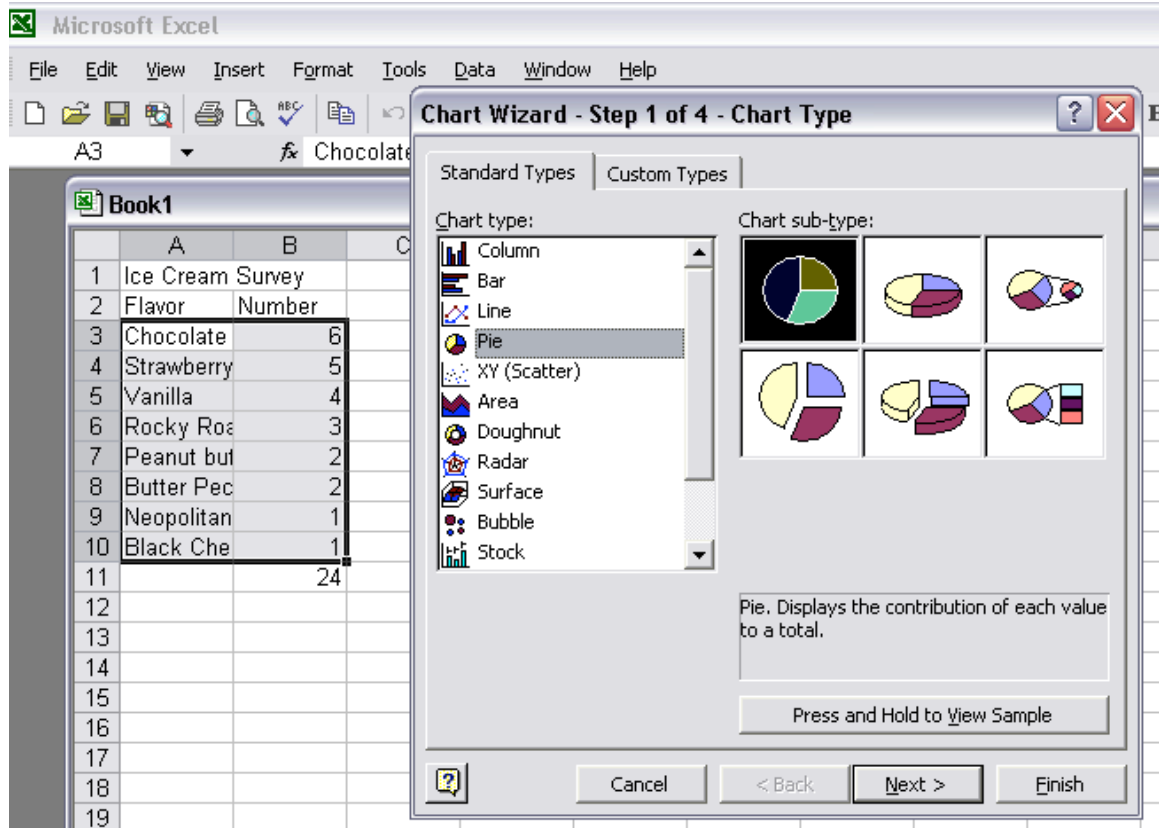
The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Book1'. The spreadsheet contains the following data:

	A	B	C
1	Ice Cream Survey		
2	Flavor	Number	
3	Chocolate	6	
4	Strawberry	5	
5	Vanilla	4	
6	Rocky Road	3	
7	Peanut butter	2	
8	Butter Pecan	2	
9	Neopolitan	1	
10	Black Cherry	1	
11		24	
12			

The cells from A3 to B10 are highlighted with a black border, indicating they are selected for graphing.

8. Now select the *Chart Wizard*. Do this by going to the *Insert* menu and selecting *Chart*.

9. From the **Chart Wizard** box you can select the type of chart you want. For this activity select a Pie chart. Now you can see a preview of what your chart will look like by clicking and holding your mouse pointer down on the **Press and Hold...** button. So in a future exercise, if you do not like the look of your chart you can choose another one.



After you have selected the chart type you want, you have two options,

- ☞ Select Next and let the Chart Wizard show you a series of options to make changes to your chart.
- ☞ Select Finish and Chart Wizard will put your chart on the spreadsheet.

Let's follow the first option and add a title to our chart.

10. From the screen above, click next, and next again to get you to step 3 of 4 in the **Chart Wizard**. Type in a title for your chart. On this screen you can also make changes to the Legend and Data Labels for your chart. We will not change any of these in this activity, but play around with them on your own sometime! Your screen should now look like this:

The screenshot shows an Excel spreadsheet with the following data:

Flavor	Number
Chocolate	6
Strawberry	5
Vanilla	4
Rocky Road	3
Peanut butter	2
Butter Pecan	2
Neopolitan	1
Black Cherry	1
<b>Total</b>	<b>24</b>

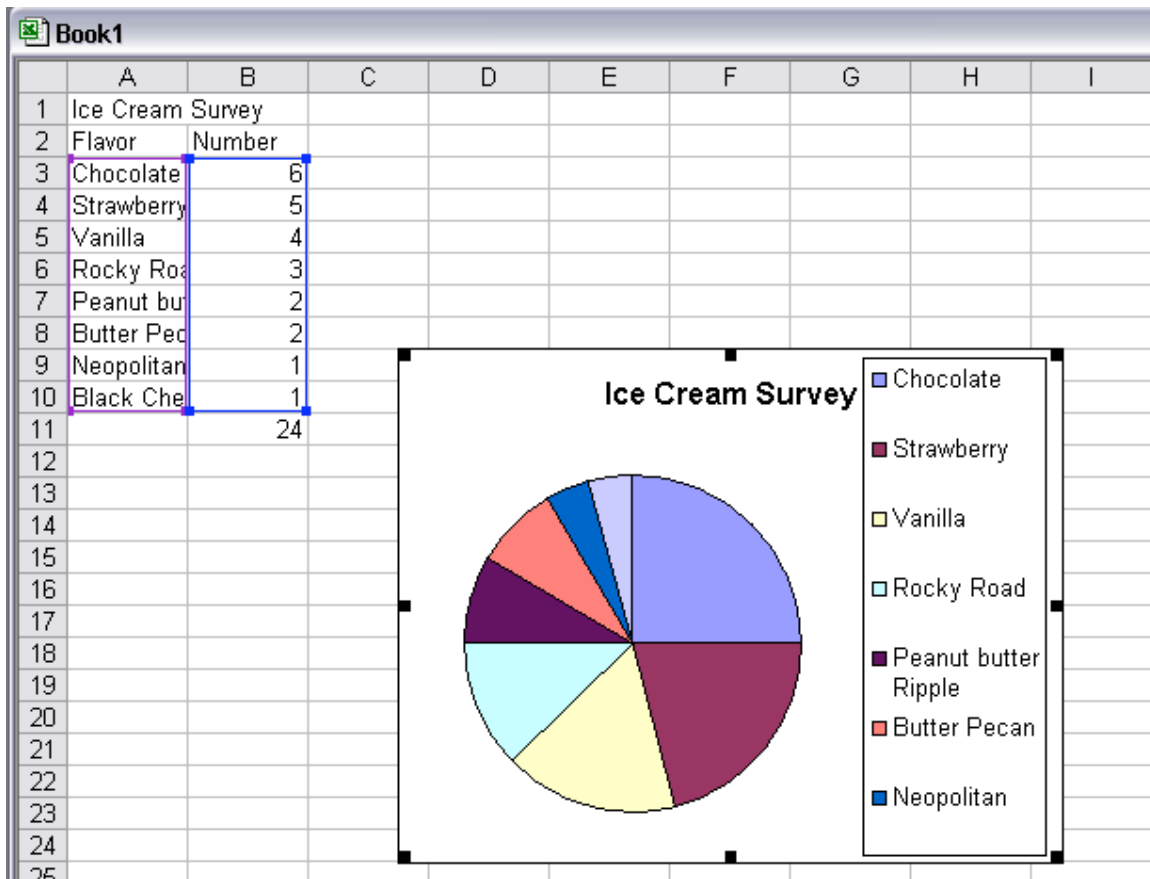
The 'Chart Wizard - Step 3 of 4 - Chart Options' dialog box is open, showing the 'Titles' tab. The chart title is 'Ice Cream Survey'. The chart is a pie chart with a legend on the right side. The legend lists the following flavors and their corresponding colors:

- Chocolate (Blue)
- Strawberry (Red)
- Vanilla (Yellow)
- Rocky Road (Cyan)
- Peanut butter Pippin (Purple)
- Butter Pecan (Orange)
- Neopolitan (Light Blue)
- Black Cherry (Dark Blue)






11. Click next to move to the final step in the **Chart Wizard**. Step 4 of 4 lets you decide where you want your chart placed, either on a new sheet or on one of the sheets in your workbook. For the sake of saving paper, place your chart *as an object in sheet 1*.

The screenshot shows the same Excel spreadsheet as above. The 'Chart Wizard - Step 4 of 4 - Chart Location' dialog box is open, showing the 'Place chart:' section. The 'As object in:' option is selected, and the dropdown menu shows 'Sheet1'.

12. Now click **Finish**. You should now have a completed pie chart that looks like the one below.



13. Now it's your turn to create your own chart! Conduct a short survey of your classmates about a topic of your choice. Some suggestions are:

-  Favorite television shows
-  Favorite sport
-  Favorite car
-  Favorite song
-  Least favorite food

14. First create a worksheet then a graph for your survey. You do not necessarily have to do a pie chart. Play around with some options, be creative!

15. Again, save paper and place your chart on the worksheet. Be sure to add a title to your chart. When you are finished print your chart and hand it in to me.

16. I will be looking to see if you experimented and tried out some new and different options. Try to include at least two different things! Good luck and have fun!!