



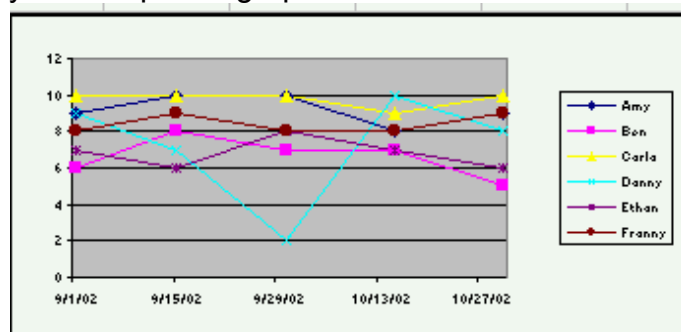
Create a Chart in MS Excel

Technology for Classroom Teachers
Marilyn Western

To Create your Chart:

	A	B	C	D	E	F	G
1	Spelling Test	1-Sep	15-Sep	30-Sep	15-Oct	30-Oct	
2	Amy	9	10	10	8	9	
3	Ben	6	8	7	7	5	
4	Carla	10	10	10	9	10	
5	Danny	9	7	2	10	8	
6	Ethan	7	6	8	7	6	
7	Franny	8	9	8	8	9	

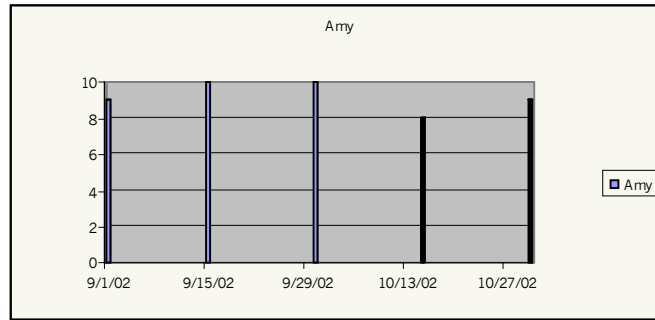
1. Open a new spreadsheet document.
2. Enter data in the cells.
3. **Click** and **drag** to select all cells with data.
4. Click the **Chart Wizard** icon
5. In the Chart Wizard, choose the type of graph you want (a line or bar graph is the best way to start) and click **Next**.
6. Continue entering information and clicking **Next**.
7. Click **Finish** to see your completed graph.



To Edit your Chart:

1. Click on **View** and **Toolbars** and **Chart**.
2. This will allow you to change many of the chart options.
3. Double click different parts of the chart to change colors, and fonts, and sizes.

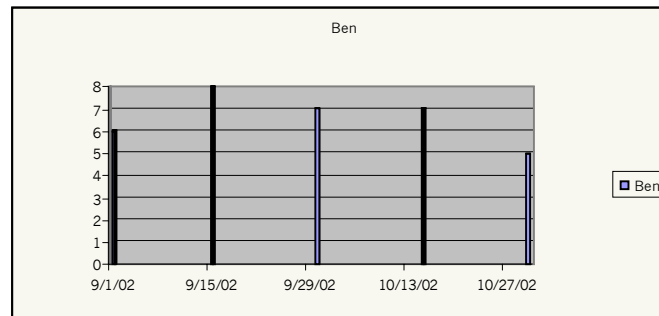
To Create Charts from Specific Data:
Select Row One & Two, then click the **Chart Wizard**.



OR...

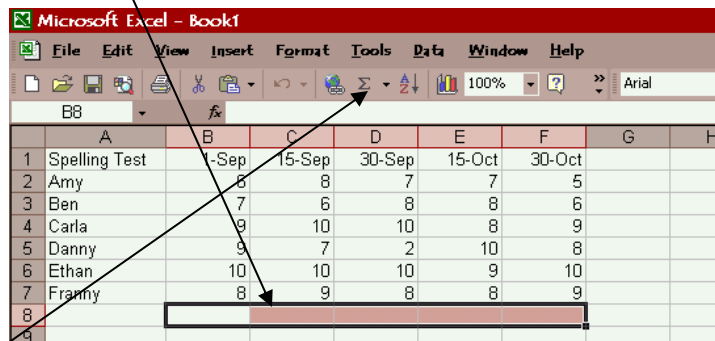
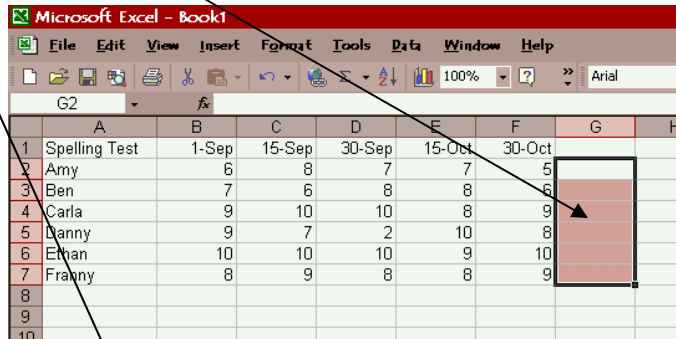
	A	B	C	D	E	F	G
1	Spelling Test	1-Sep	15-Sep	30-Sep	15-Oct	30-Oct	
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5	Danny	9	7	2	10	8	
6	Ethan	7	6	8	7	6	
7	Franny	8	9	8	8	9	

Click on the numeral 1 to select the 1st row.
Hold the **Ctrl** key and click on the numeral 3 to select the 3rd row.
Click the **Chart Wizard**.



To Average a row of data:

Select the cells (a row or a column) that will contain the averages of your data.



Click the **Autosum** icon (Σ) and select **Average**.