

Creating a Chart in Excel 2000

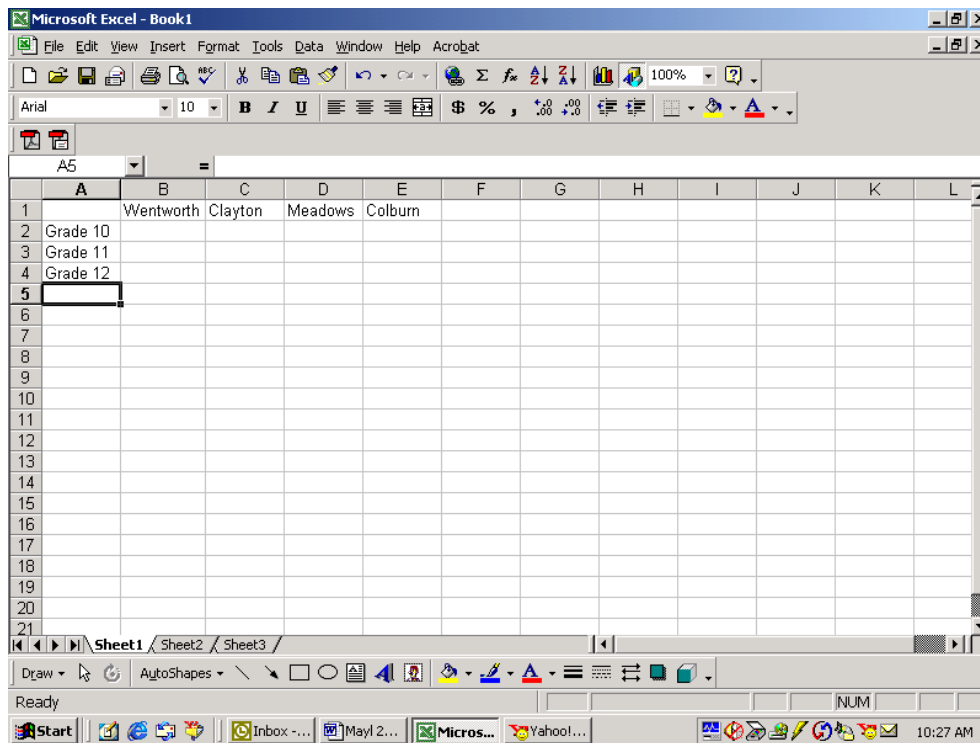
By: Carole L. Colburn

To create a graph or chart, you must first enter headings into the spreadsheet. In this example, which comes partly from Make it with Microsoft Office, by Vickie Sharp, you will enter data to chart high school test scores.

Entering Headings:

1. Click in **Cell B1** and type the word “Wentworth.” (No quotes are necessary)
2. Press the **Tab** key.
3. In **Cell C1**, type the word “Clayton” and press the **Tab** key again.
4. In **Cell D1**, type the word “Meadows” and, again, press the **Tab** key.
5. Type “Colburn” in **Cell E1** and press the **Enter** key.
6. Next, click in **Cell A2** and type “Grade 10” and press the **Enter** key.
7. In **Cell A3**, type “Grade 11” and again, press the **Enter** key.
8. Now, in **Cell A4**, type “Grade 12.”

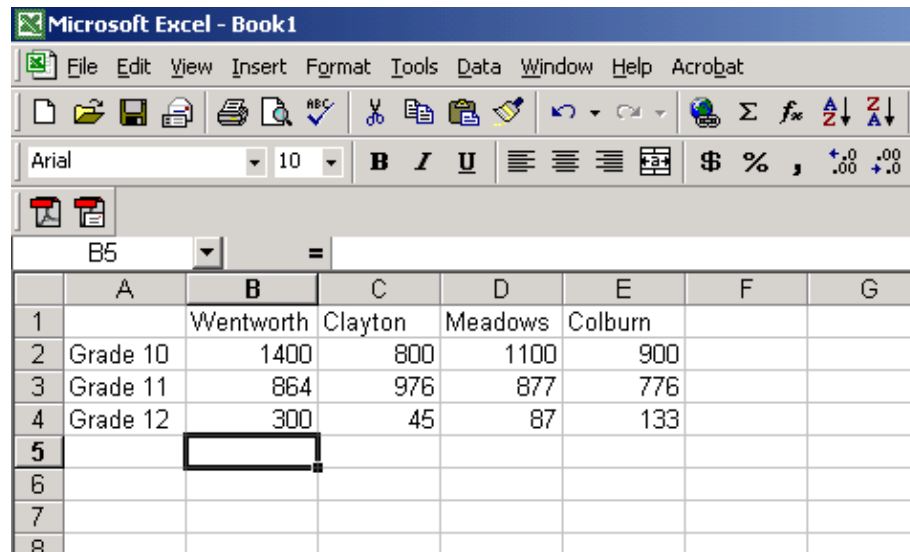
Your spreadsheet should now look like this:



Now, you must enter the data you will create the chart from.

Entering Data

1. Click in **Cell B2** and type “1400” and then press the **Tab** key.
2. Next, in **Cell C2**, type “800” and press the **Tab** key again.
3. Type “1100” in **Cell D2**, press the **Tab** key, and type “900” in **Cell E2**. Press the **Tab** key and then press the **Enter** key.
4. Complete the rest of the data sheet using the following numbers. It should look like this when you are done.



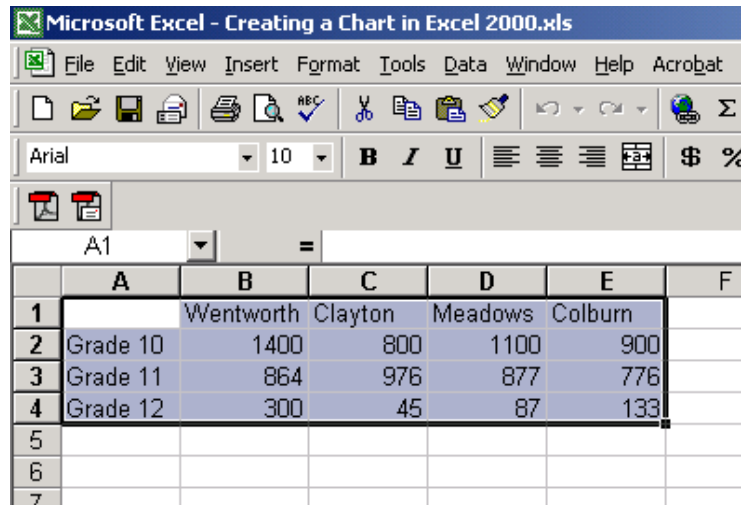
	A	B	C	D	E	F	G
1		Wentworth	Clayton	Meadows	Colburn		
2	Grade 10	1400	800	1100	900		
3	Grade 11	864	976	877	776		
4	Grade 12	300	45	87	133		
5							
6							
7							
8							

5. If you want to delete the content from a particular cell, click on that cell and press the **Delete** key on the keyboard.
6. To undo what you did, use the **Undo Button** (it looks like the backwards pointing blue arrow) on the toolbar, or use the menu path **Edit-Undo Typing**.

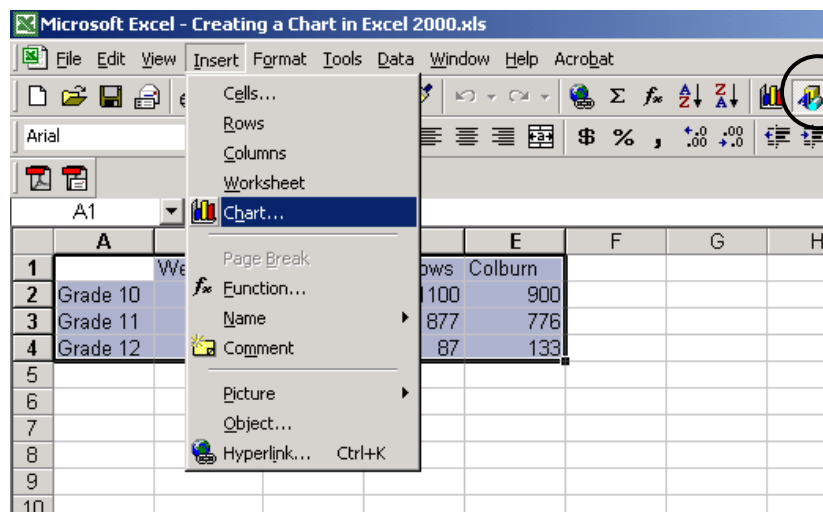
Creating a Chart

Now it is time to create the chart. This chart will be embedded within the worksheet using the Chart Wizard.

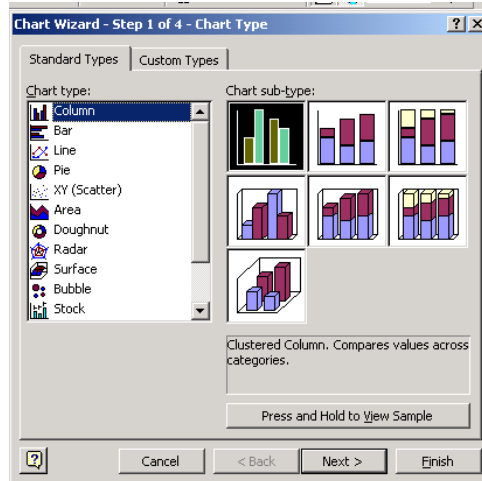
1. Select the cells you want to chart, by clicking first in **Cell A1**.
2. Hold down the **Shift** key on the keyboard and while holding that key, click **Cell E4**. This should leave your spreadsheet looking like this:



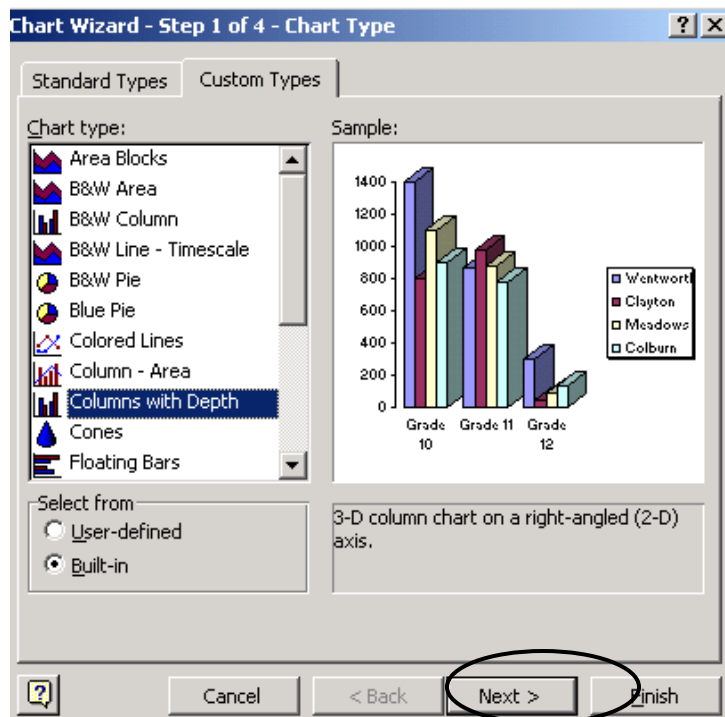
- Next, either click the **Insert** menu and choose **Chart** or simply click the **Chart Wizard** Button.



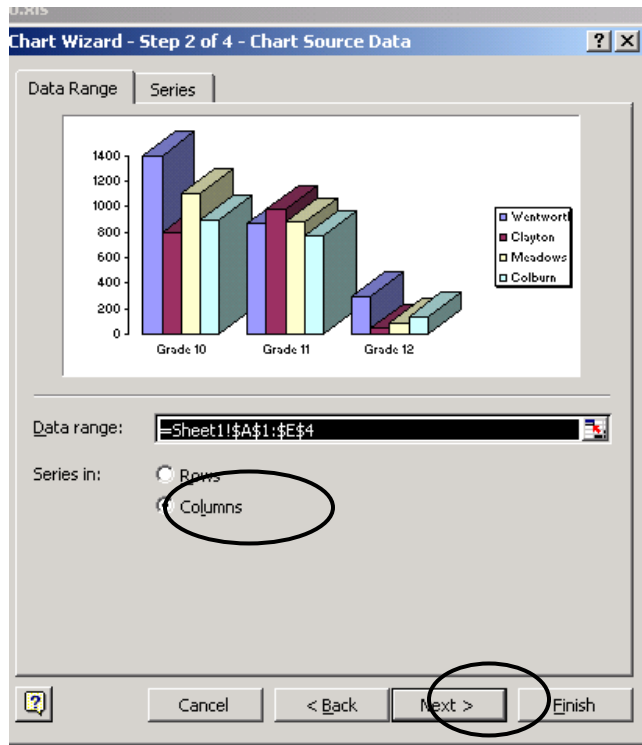
- This will open the **Chart Wizard** dialog box.



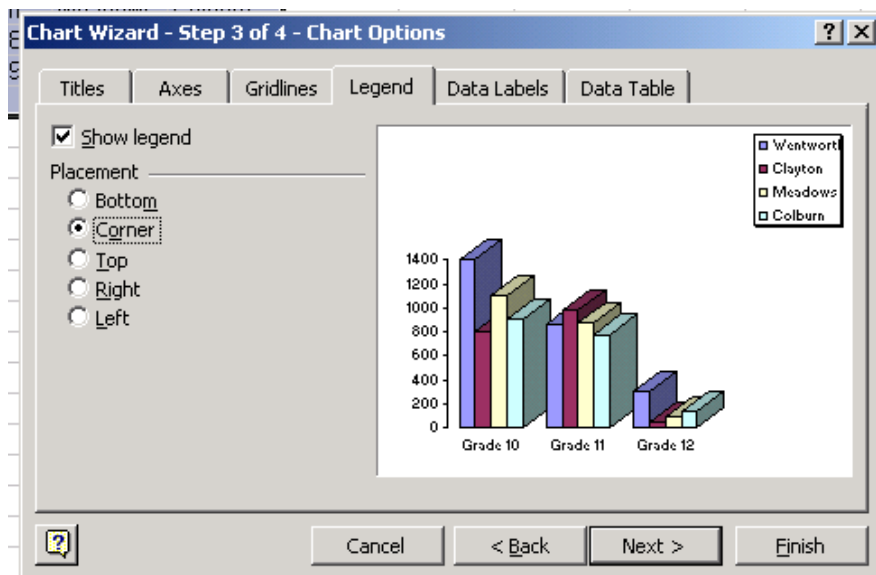
5. In Step 1 of the wizard, click the **Custom Types** Tab and under Chart Types select **“Columns with Depth,”** and then click **“Next.”** Clicking the **Next** button will open up Step 2 of the wizard.

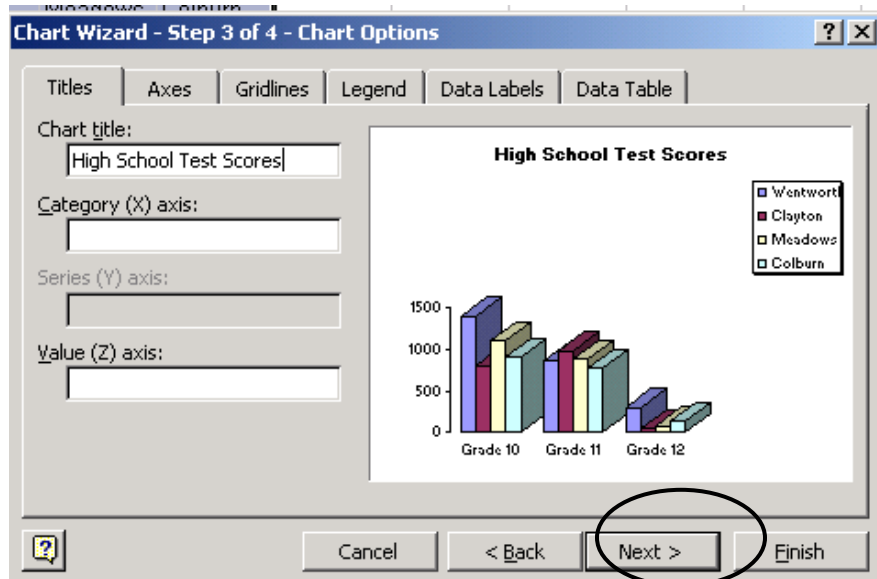


6. In Step 2 of the wizard, click the **“Columns”** Radio Button and click **“Next”** again. This will take you to Step 3.

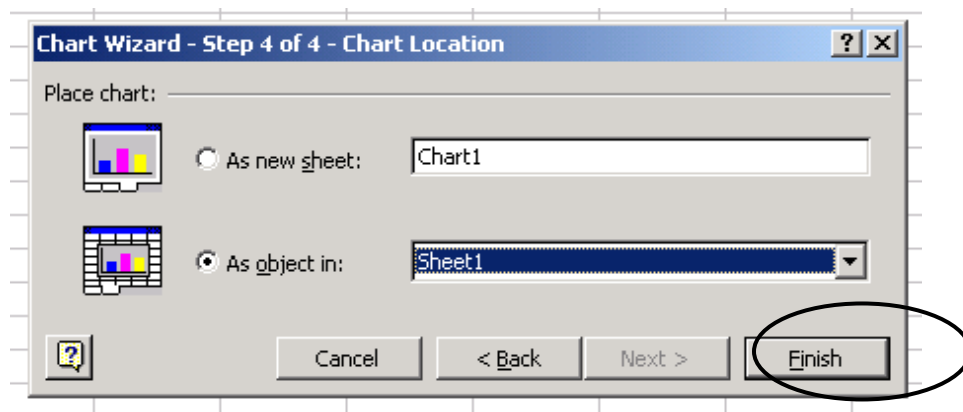


7. In step 3, click on the **Legend** Tab.
8. Select **Corner**, and then click on the **Titles** Tab. Type “High School Test Scores” in the **Chart Title** field and then click “**Next**” again.

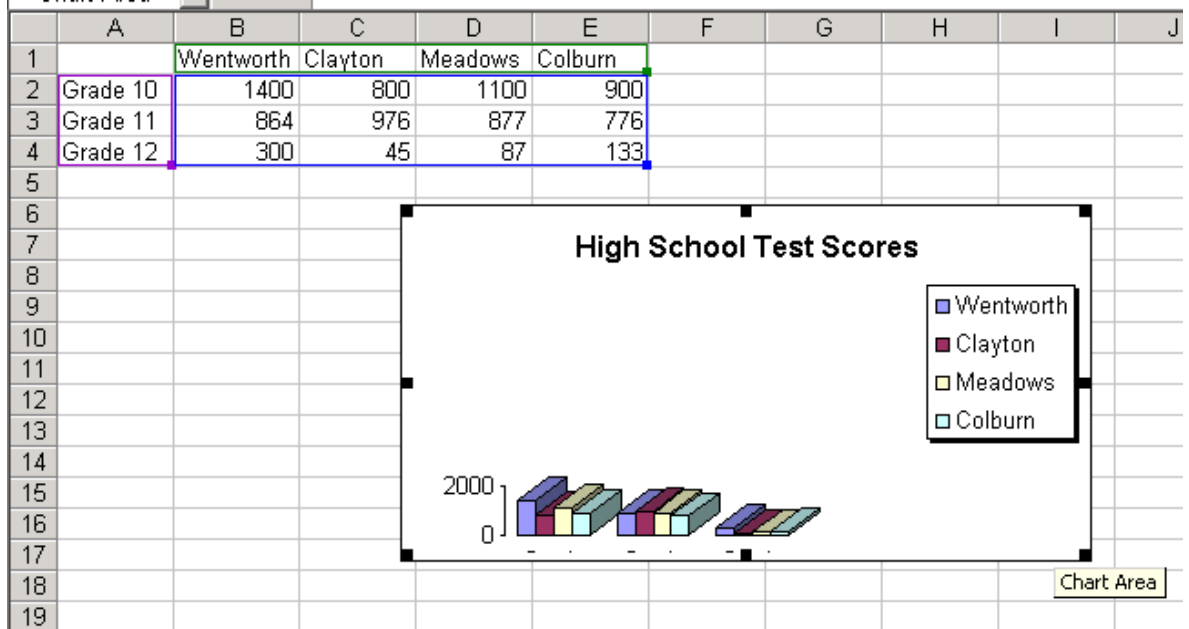




9. Clicking “**Next**” will open step 4 of the wizard. This is the last step. In this dialog box you must choose whether you want to embed the chart within the spreadsheet itself (on the same sheet as the data) or place it in a separate sheet. Click “As object in” and then click Finish.



Your chart should look something like this:



To enlarge the chart, rest your mouse pointer over any of the corner “**selecting handles**” (the little black squares) until your pointer changes to a two-sided arrow. This is called the “**resize**” arrow. Once you see the resize arrow, click, hold the click down, and drag to make the chart as large as you want it to be. ****NOTE:** Be very careful to drag slowly, as the resizing can get away from you! 😊
 Your chart might look better about this size:

