Activity 1: Favorite Treat Column Chart
Understanding how to Graph in Excel

Essential Learning Skills: creating a column chart, changing alignment in a spreadsheet file, chart formats including labels, x and y axis', gridlines, titles, legends, moving charts on the spreadsheet, creating a footer, setting up landscape format, and printing directions.

1. Open a new spreadsheet file.

2. Ms. Parry recently surveyed the students in her computer classes. She asked them several questions. One question was, "What is you favorite after school treat?" Their choices included candy, chips, cookies, or pizza.

3. Widen columns A and B.
    *   Place the cursor on the line to the right of the column to be resized
    *   The cursor will have a horizontal arrow through it; drag the line left to widen the width of the column

4. **Center-align** the contents of all cells. (**Center-align** will be on the standard toolbar just like Microsoft Word.)

5. To graph the results, set up a spreadsheet file so it looks exactly like this:

|	A	B
1	Favorite Treats	Number of Votes
2	Candy	18
3	Chips	40
4	Cookies	80
5	Pizza	12

5. Select cells A1 through B5 (Left click the mouse starting in cell B5, then drag over left and all the way up to cells A1 and B1. They will all be blue except B5.)

|	A	B
1	Favorite Treats	Number of Votes
2	Candy	18
3	Chips	40
4	Cookies	80
5	Pizza	12

6. Click the **Insert** button from the standard toolbar.

- <u>Step 1</u>: In the **Insert Menu** , click *Column* and choose the *Column Style you would like*. Click *Next.*
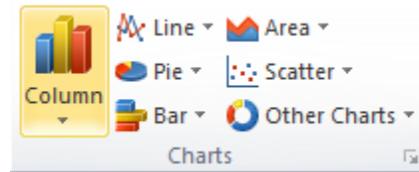
- <u>Step 2</u>: Click the "**Layout Option**" as shown here and try to figure out how to label your graph as shown here. You will want to label the **X and Y Axis** and add a **Chart Title** for sure. *Can you figure out anymore?*
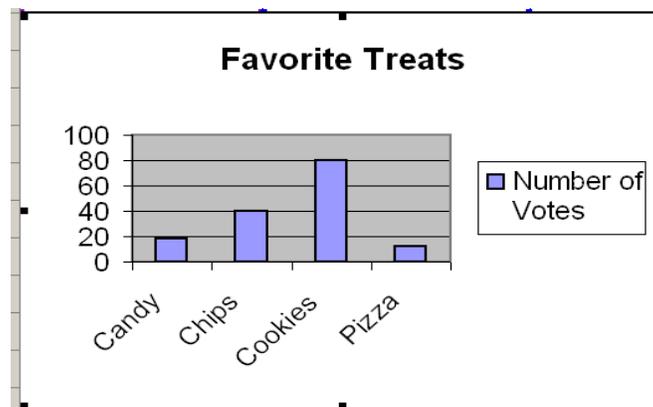
- Click the white area of the chart and drag the entire object beneath cell A5.

7. Finishing
   - Add a **FOOTER** to you document. Go to **INSERT** and choose **HEADER/FOOTER**. Click the CUSTOM FOOTER button. In the box labeled "Left Section," type Activity 1, press Enter, and type your name.

   - Click the **Print Preview** icon on the toolbar, this will show you what the spreadsheet will look like when printed. Is your Footer there? The Chart?

   - Save as **SS Act. 1** Do not print simply show me the finished product and save a copy in your personal drive in a folder called "Excel Documents"