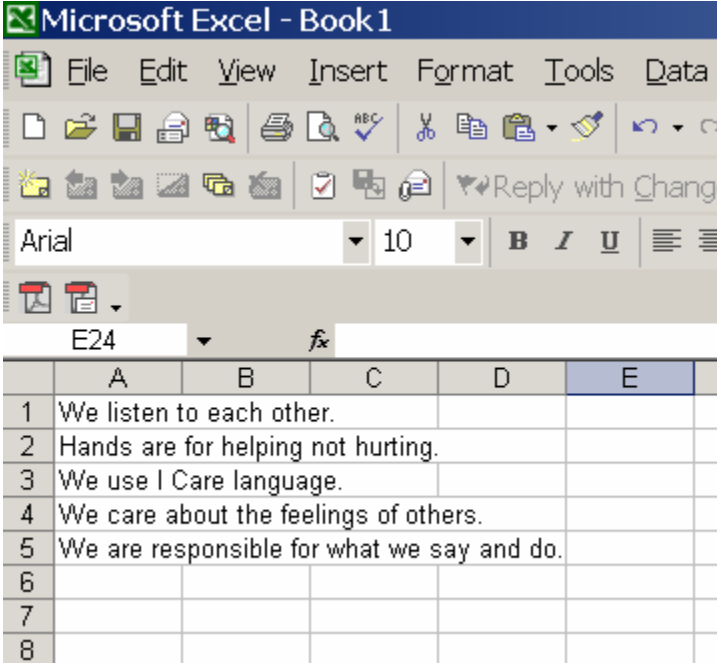


# Using Excel to Create Charts

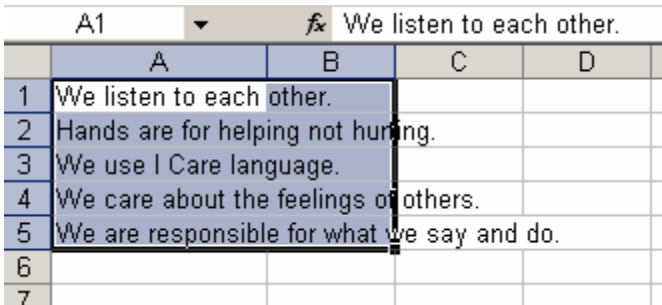
## Creating a Radar (no data included – use as an activity)

Enter your data in column A

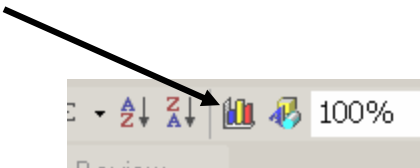
I Care Rules



Highlight the Data in column A and the corresponding cells in column B



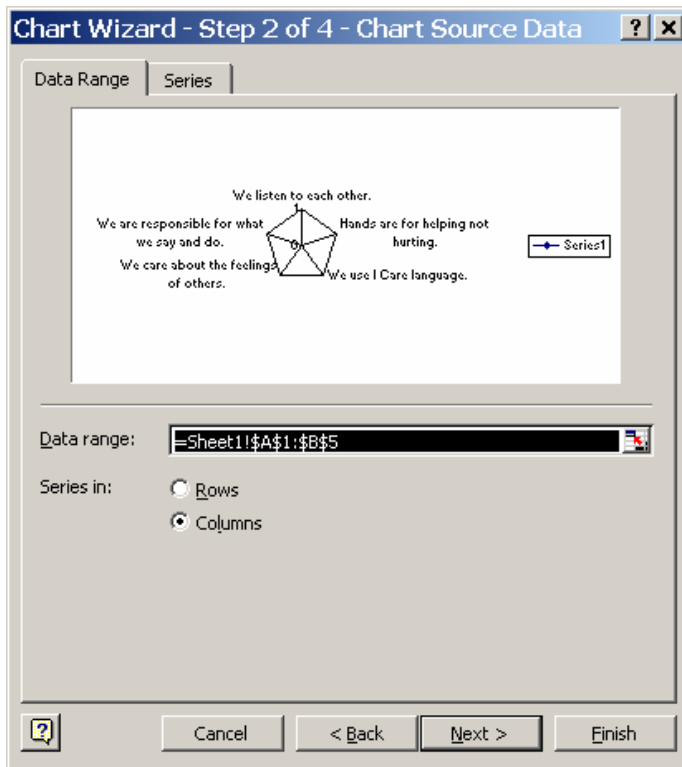
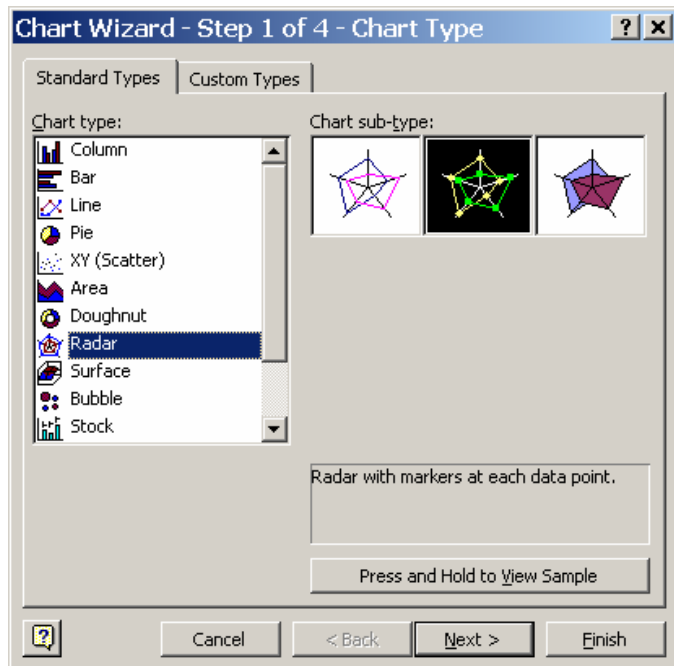
Click on the Chart Wizard Button in the Standard Toolbar



Choose Radar from the list.

Highlight the second choice available.

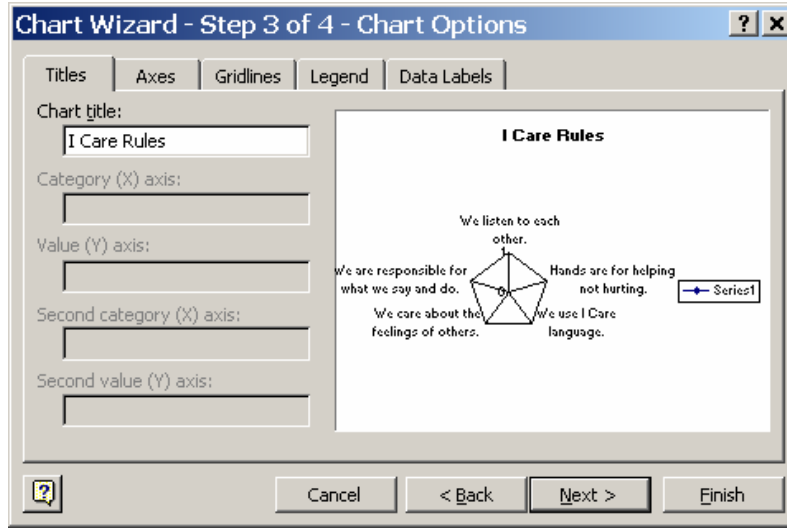
Click Next.



Click Next

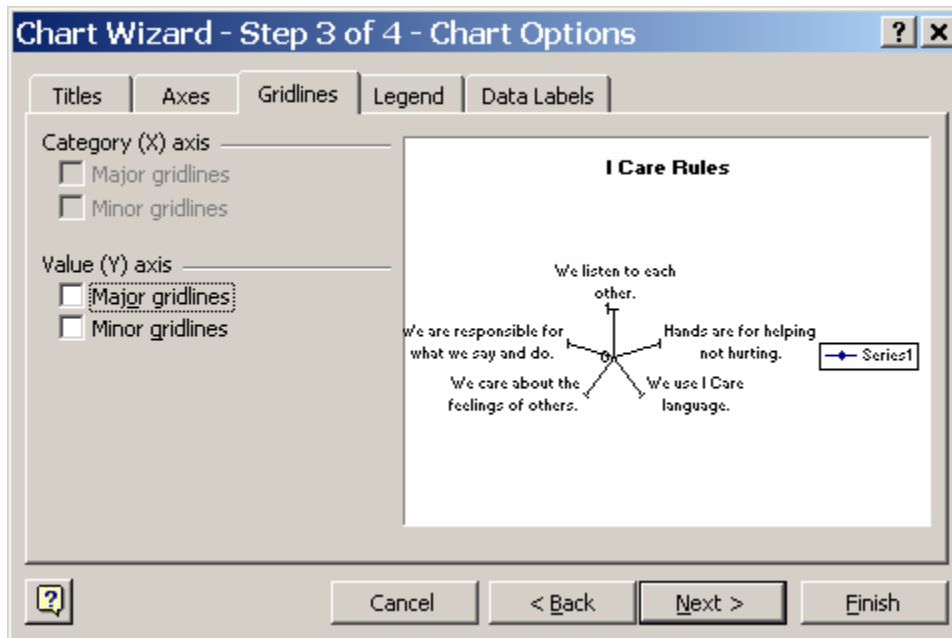
If your radar does not appear correctly – try changing the series. (Rows vs. Columns)

In Step 3 there are 5 Tabs. We will work with Titles, Gridlines, and Legend.

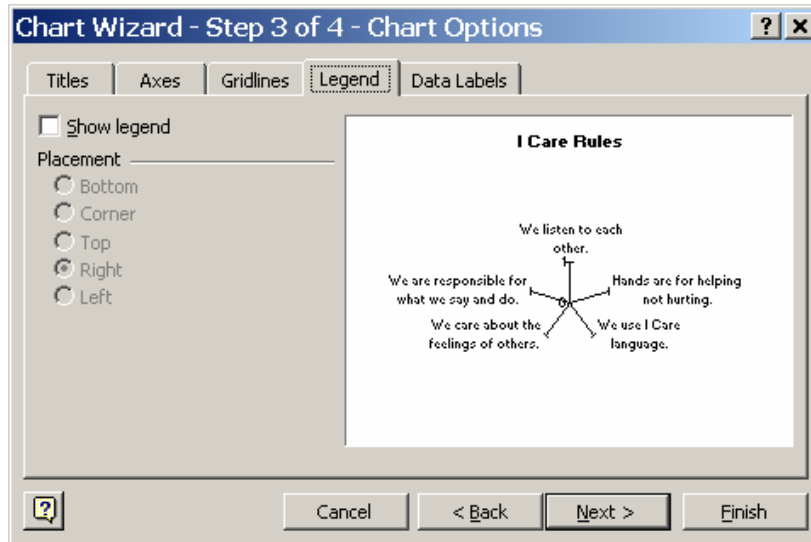


Enter a Title for your Chart.

In Gridlines – uncheck Major Gridlines

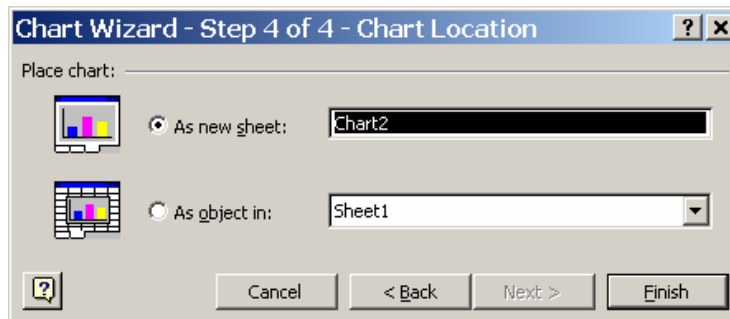


Uncheck Show Legend



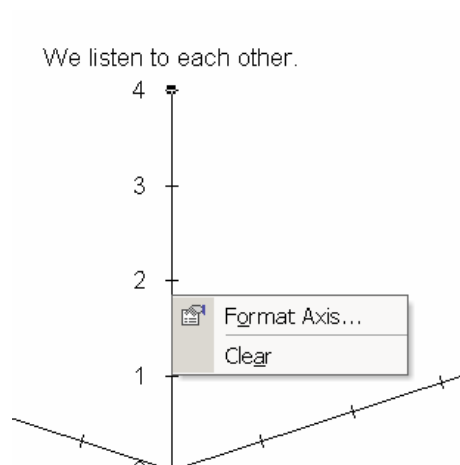
Next

Choose as a new sheet – Finish.

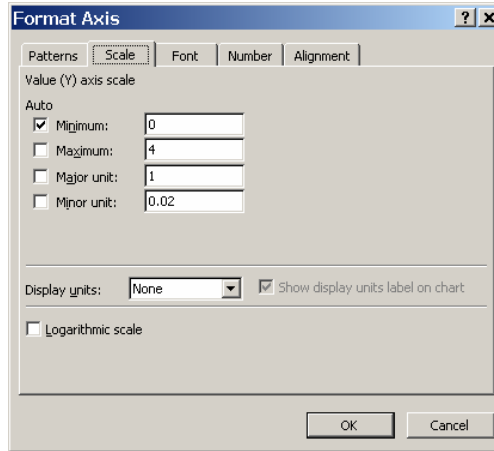


Your Radar should appear on a separate sheet in the workbook.

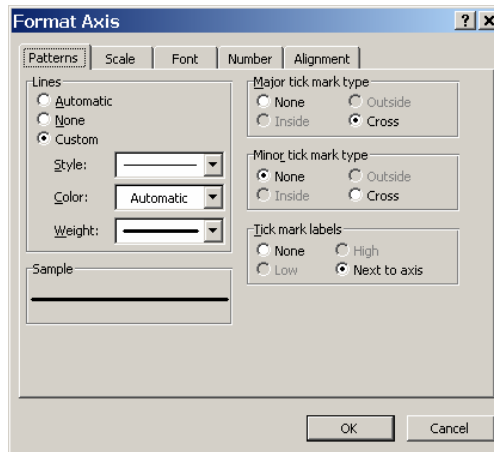
To Change the Scale and Format, right click on the First Axis – Choose Format Axis...



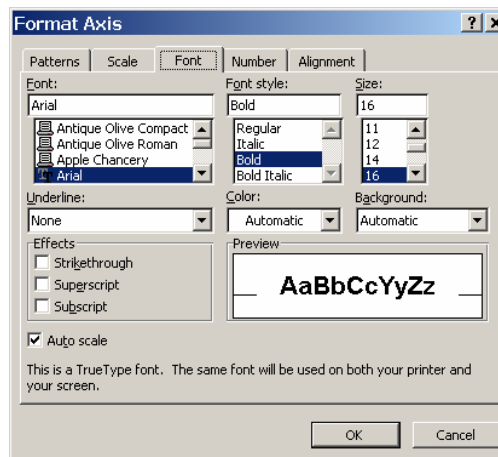
Set your scale



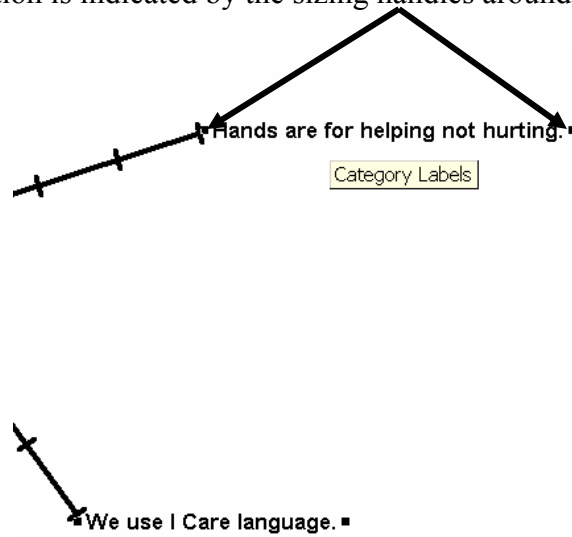
To make the lines “heavier” – click on the Patterns Tab. Choose the Weight.



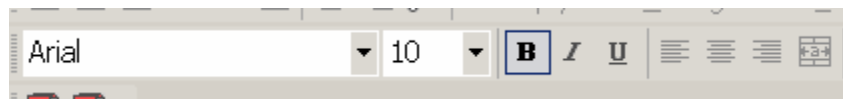
To make the scale font larger – click on the Font Tab. Choose your options.



To change the font of the spine labels – click on one label. All labels will be selected. Selection is indicated by the sizing handles around the text.



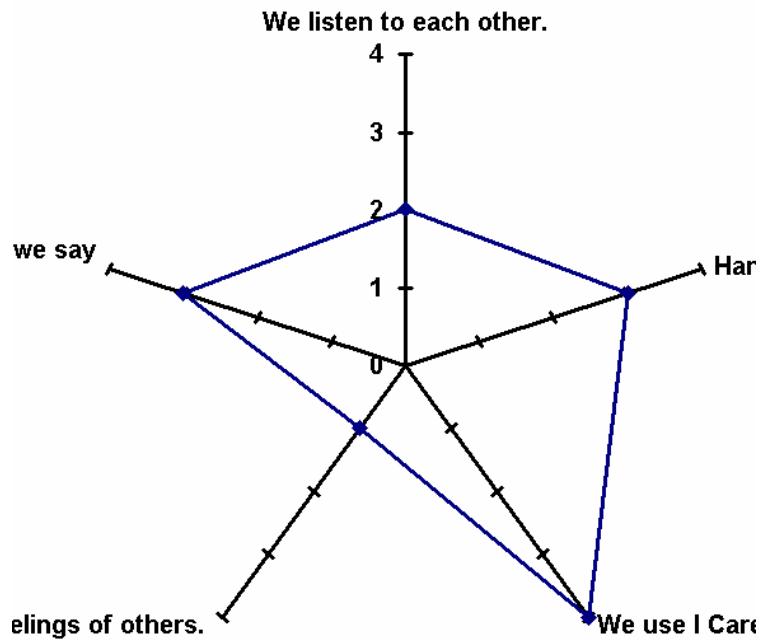
Use the formatting toolbar to make changes



## Creating a Radar (with data included - results)

All steps are the same – except the initial data entry.  
Enter your labels in column A and the data in column B.

	A1		
		fx	We listen to each other.
	A	B	
1	We listen to each other.		2
2	Hands are for helping not hurting.		3
3	We use I Care language.		4
4	We care about the feelings of others.		1
5	We are responsible for what we say and do.		3
6			
7			



To alter the appearance of the data series – right click to Format Data Series.

## Creating a Histogram

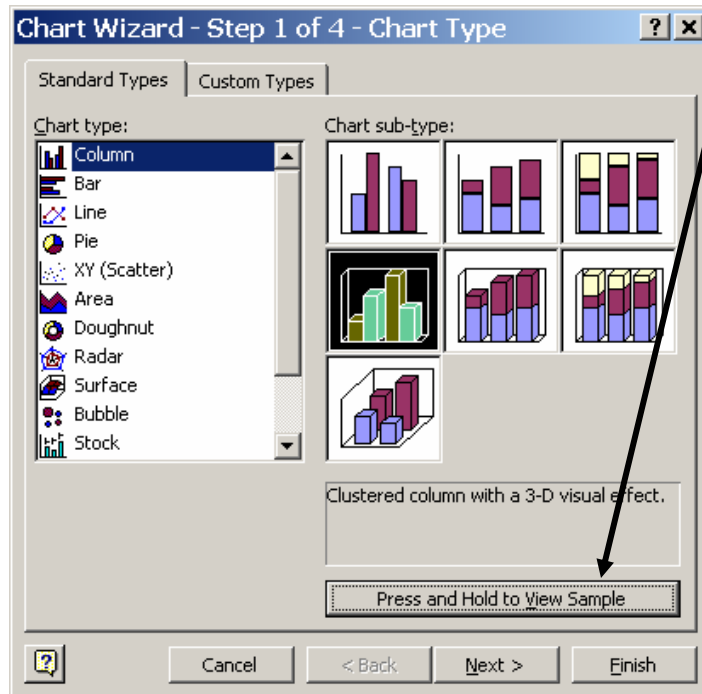
Enter your data and select it.

	A	B	C
1	We listen to each other.	14	
2	Hands are for helping not hurting.	15	
3	We use I Care language.	2	
4	We care about the feelings of others.	10	
5	We are responsible for what we say and do.	5	
6			
7			

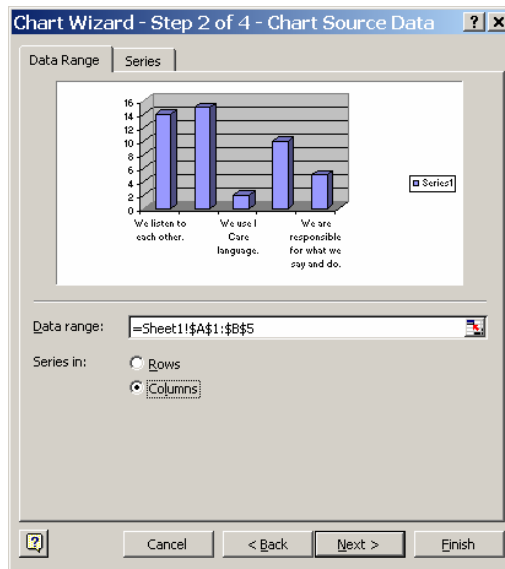
Click the Chart Wizard Button.



Choose Column – I like the first option in the second row. Click the Sample button to make your selection.



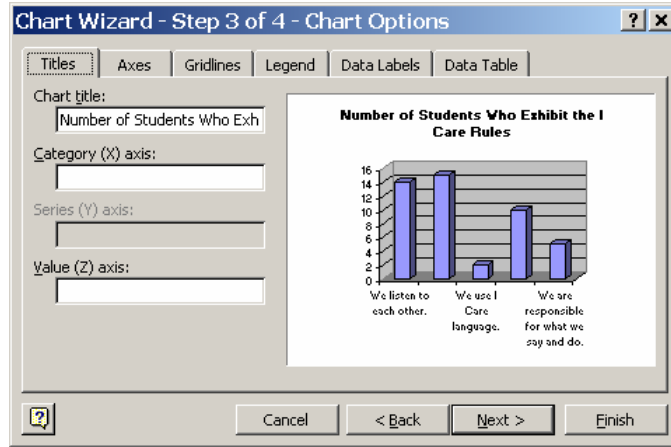
Click Next



Using the Preview – choose whether you want the series to appear in Rows or Columns

Next

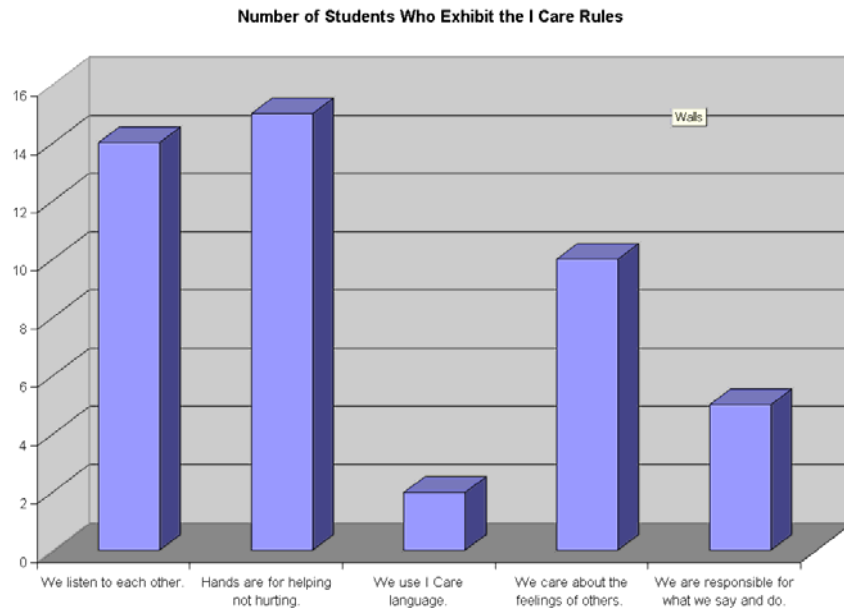
Give your chart a title.



Remove the legend – depending you whether your series is displayed by rows or columns.

Next – Create as a new sheet.

Finish.

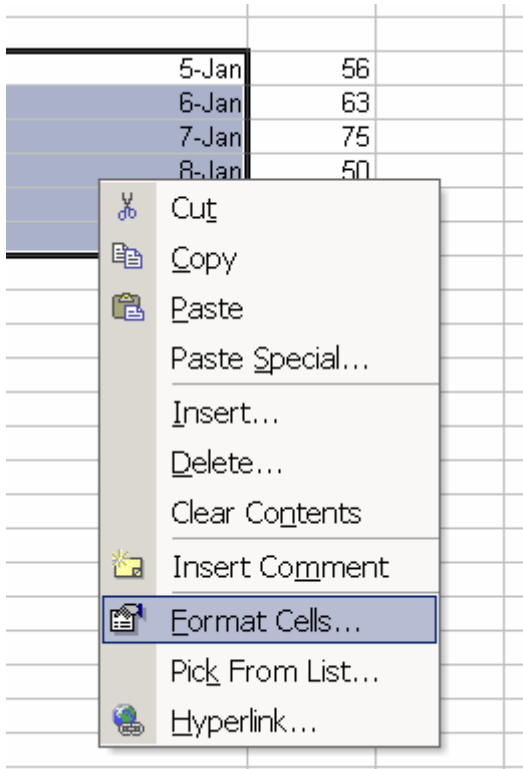


## Creating a Run Chart

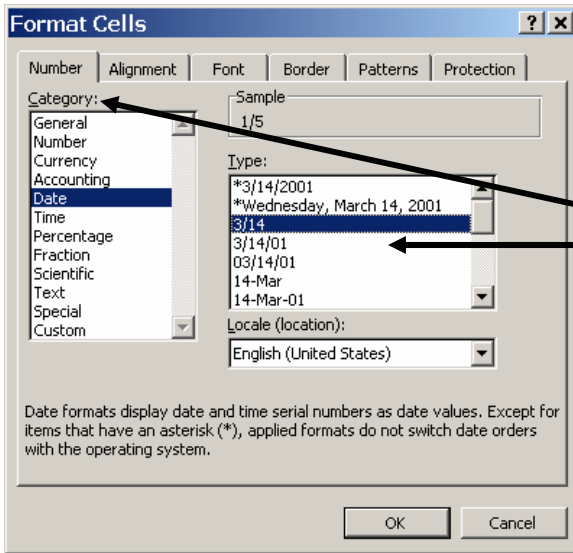
Enter your data and highlight it.

	A	B
1	Multiplication Facts	
2		
3	5-Jan	56
4	6-Jan	63
5	7-Jan	75
6	8-Jan	50
7	9-Jan	82
8	10-Jan	98
9		
10		
11		

Formatting the Date



Select the cells – right click and choose Format Cells



Use the Format Cells dialog box to choose the Number Tab

Select Date as the Category and choose your Type

Click OK

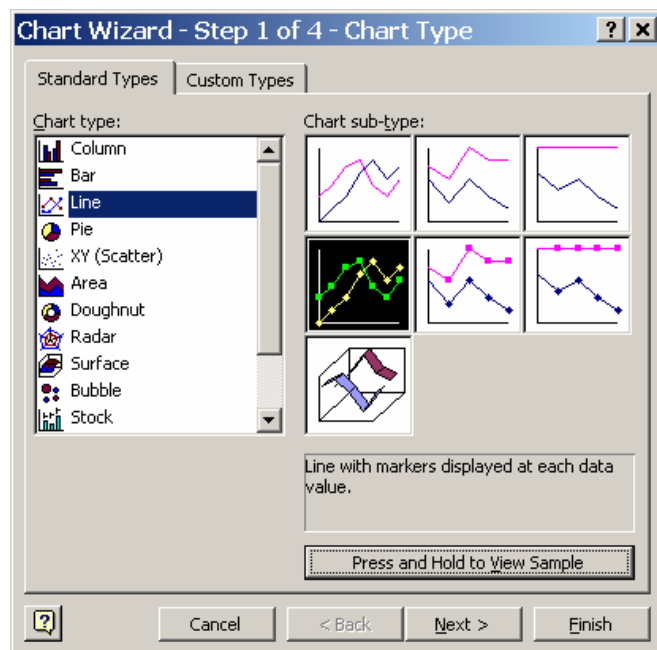
With the data highlighted –click the Chart Wizard in the Standard Toolbar



Choose the Line Chart

Use the Sample Button to Make your Choice

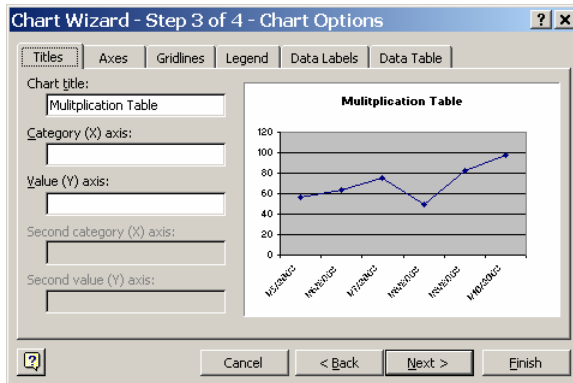
I like the first one in the second row. (line with markers at each data point)



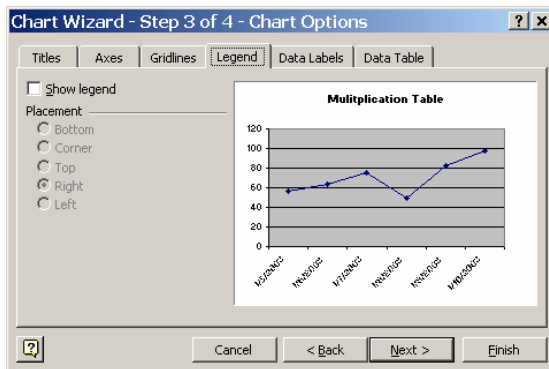
Next



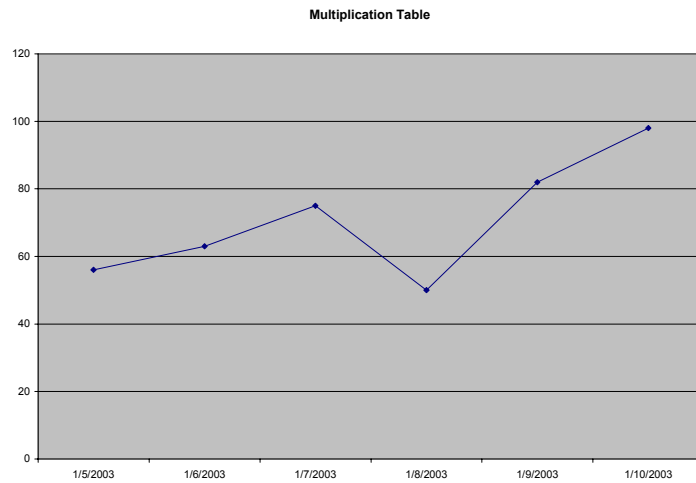
Next  
Add a Title



Remove the Legend



Next – As a New Sheet  
Finish



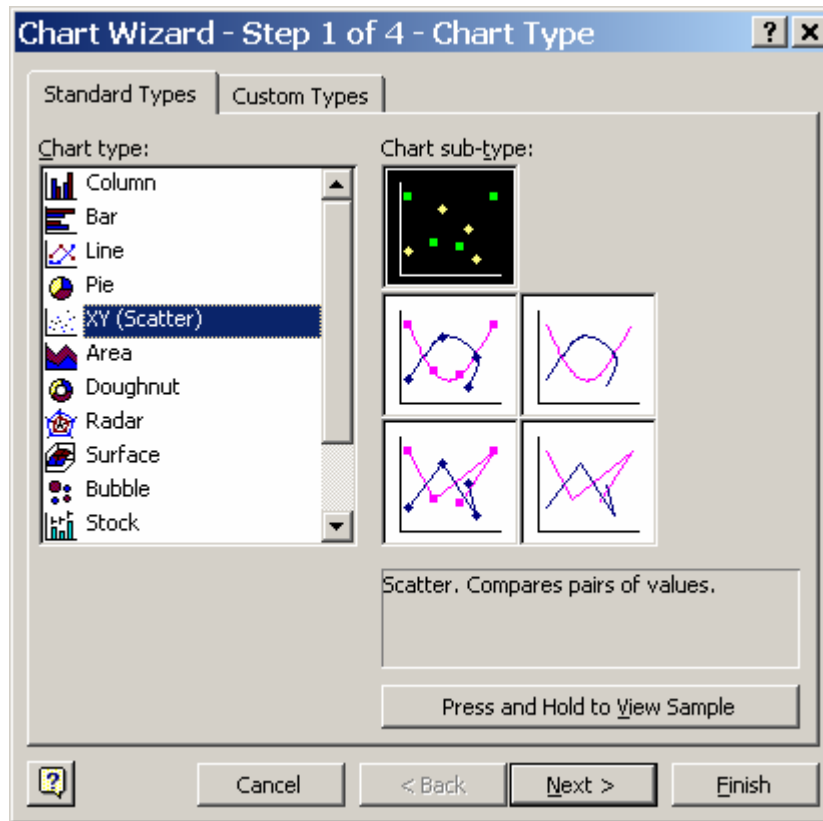
## Creating a Scatter Diagram

Enter the data, select it and click the Chart Wizard Button on the Standard Toolbar

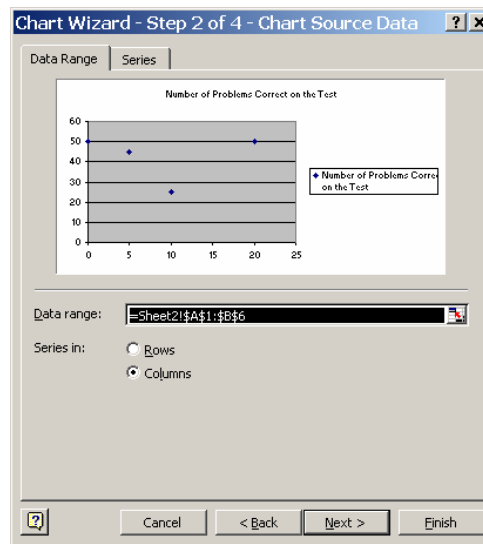
	A	B
1	Number of Homework Problems Completed	Number of Problems Correct on the Test
2	20	50
3	10	25
4	5	45
5	0	50
6	20	50
7		



Choose XY Scatter and the first option.

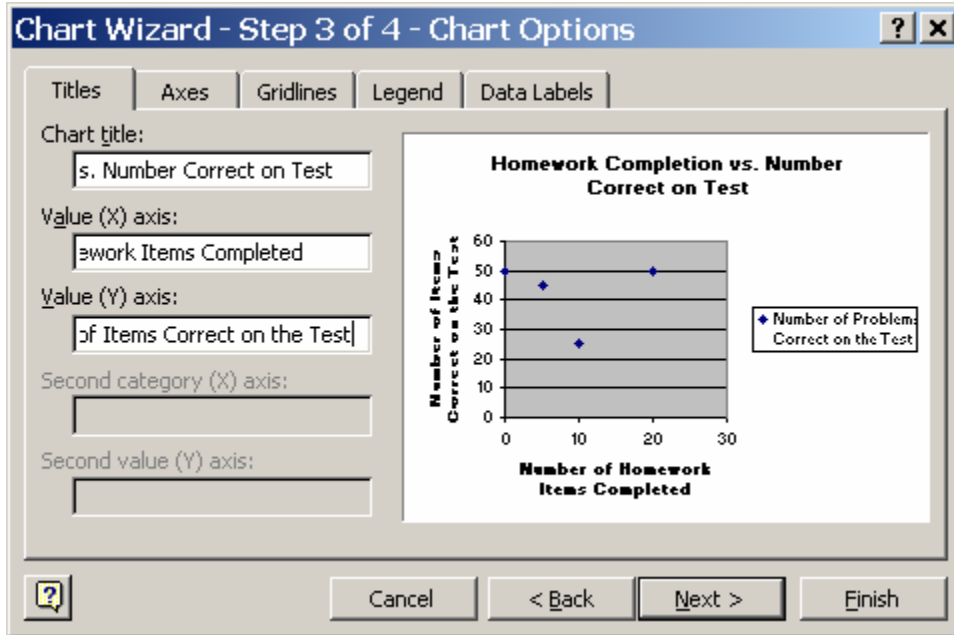


Next

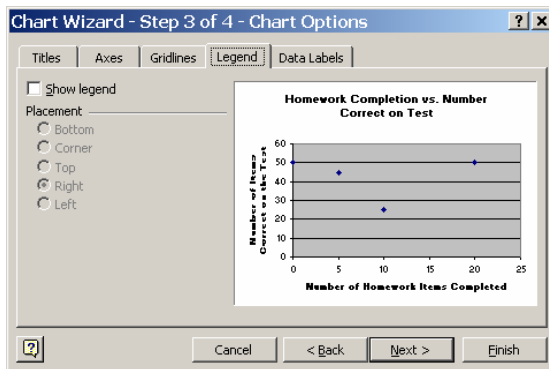


Next

Give your chart a title and label the X and Y axes.

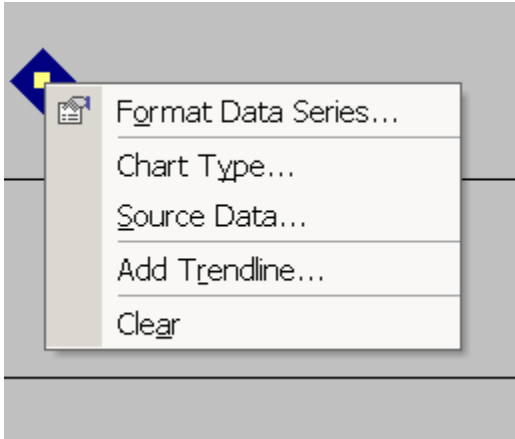


Remove the legend

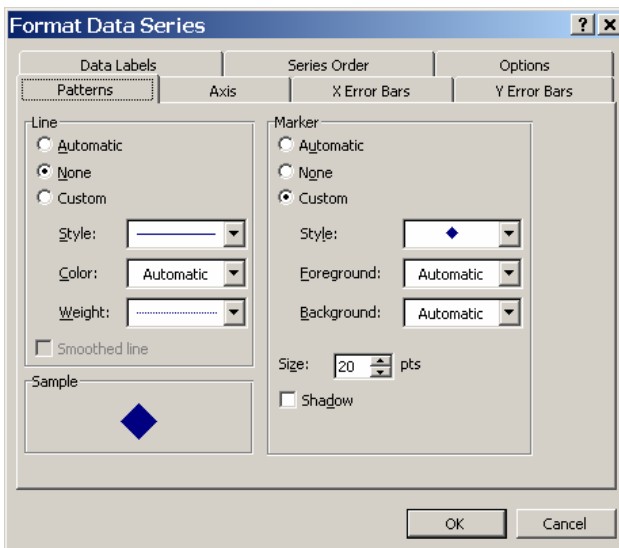


Next – Create as a New Sheet

Finish



Right click on a data point to Format the Data Series



I increased the size of the data points to make them easier to see.

Homework Completion vs. Number Correct on Test

