

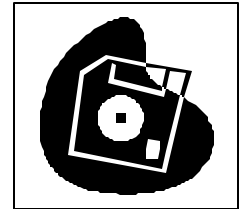
Introduction to Excel

Step 1: Open an Excel Worksheet.

- Go to **Start, Programs, Microsoft Excel** and open a new excel worksheet.

Step 2: Save your worksheet to disk.

- Insert your floppy disk and go to **File, Save As**.
- Use the triangle to the right of My Documents and choose **3 1/2 Floppy (A:)** and change the File name to your **Last name_First name** and click on **Save**.



Save frequently as you work so you don't lose what you've done!

Step 3: Set-up Data Table.

- The letters across the top represent columns; the numbers on the left side represent rows. The column and row together represent a cell.
- Input the **title** of your graph in cell **A1**.
- Input your **Last Name_First Name** in cell **A2**.
- Enter the **titles of your categories** on the data sheet **beginning in cell A3 and moving across**.
- Put the **names of the different data** in cell **B2 and move down**. It should look something like the one you made in class or the attached sample.

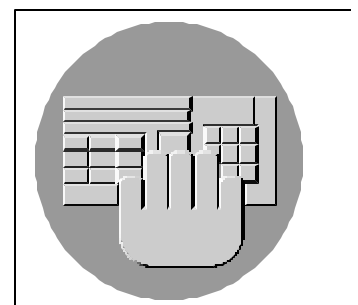


When you have Problems:

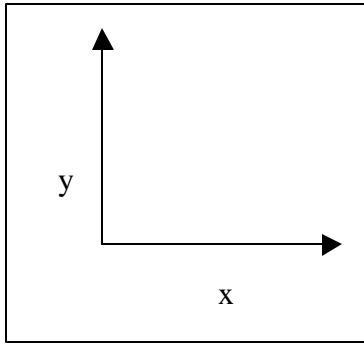
- 1. Use the Help menu.**
- 2. Ask your neighbor.**
- 3. Raise your hand and ask your teacher.**

Step 4: Enter Data.

- Enter the data in the proper cells.
- In order for your fractions, decimals and percentages to look correct you will have to highlight the cells across and go to **Format, Cells, Number**, and choose the correct format.
- You can also change the cell size, alignment, borders, etc. using the **Format menu**. Try different things until it looks just right. If you make a mistake just go to **Edit, Undo**.

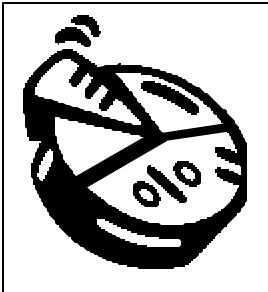
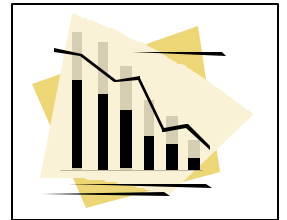


Introduction to Excel continued



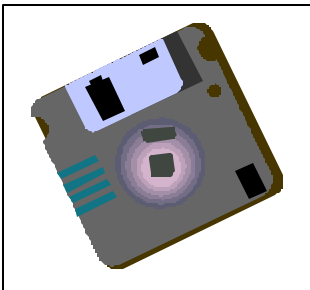
Step 5: Making your graph.

- To make a graph just select the data you want graphed. To highlight more than one row or column; first highlight one row or column then press and hold the **control key** in the lower left corner of the keyboard, now you can highlight additional rows or columns.
- Next, click on **Chart Wizard**. The wizard will help you design your graph through a series of steps and questions. It's on the top center of your toolbar and looks like a little graph. It will ask you what type of graph you would like.
- A **bar graph** is used to compare numbers. You need to properly label the x and y axis and the categories on your graph. The x axis is horizontal and usually represents either time or different categories. The y axis is vertical and usually represents quantities or amounts.



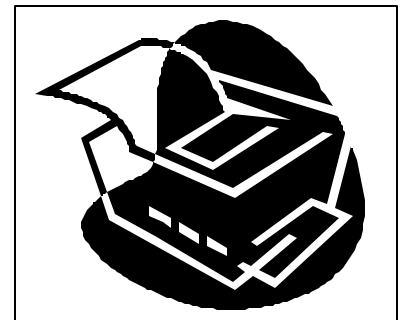
- A **pie chart** is used to show parts of a whole (percentages, decimals, fractions).
- Since we don't have a color printer you need to make your graphs in black and white. Go to **Chart** at the top of your toolbar, select **Chart type** and select **Custom Types**. Now choose **B&W column** or **B&W Pie**.

Step 6: Save and Print your Data Table and Graph.



- Have another student check over your graphs and save it to your disk.

- Get permission from your teacher to print your graph.



Exit Excel. You're done!