

## **“Step Sheet: Creating a Data Table and Charts”**

### **Using Microsoft Excel Spreadsheets with Data**

This step sheet will help you build a data table and convert the data into histograms and circle graphs for your research on ice cream preferences.

### **Using Microsoft Excel**

To set up a document for your data and charts, follow these steps:

#### **➤ Opening Microsoft Excel**

##### *Step 1*

Find the Microsoft Excel icon, which could be in your application folder or in a Microsoft Office folder.

##### *Step 2*

Double-click the Microsoft Excel icon to open the program.

##### *Step 3*

When the Project Gallery opens, click OK to select a new blank workbook.

##### *Step 4*

When the new workbook opens, you will have a blank spreadsheet ready to accept your text and data.

#### **➤ Setting Up the Data Table**

##### *Step 1*

Find cell number D1 and click the cell with the cursor.

##### *Step 2*

Type “Data Table for Hand-held Ice Creams,” then press Return.

##### *Step 3*

Click cell D1 again, then click the B icon on the toolbar to make your text bold.

##### *Step 4*

Click the Center Text icon button in the toolbar.

*Step 5*

Find cell number B4 and click the cell with the cursor.

*Step 6*

Type the name of the first type of hand-held ice cream. Press the Return key and continue to type the name of each ice cream, each time followed by the Return key, until you have a list in the B column.

*Step 7*

Find cell number C3 and click the cell with the cursor.

*Step 8*

Type your Room number in the cell then hit Return

*Step 9*

Type the number of students in your room who chose that flavor of ice cream. Press Return and continue to fill in the number of votes for each flavor.

*Step 10*

When you reach the last cell, press Return one more time. In that cell type the = sign followed by the word "sum" then an open parentheses sign (.

*Step 11*

Go back to cell number C4, which should be the first cell that has a number. Click in that cell holding the mouse key down, and drag until it butts up against the new cell you are creating.

*Step 12*

Type a closed parenthesis sign) then press Return. You should have a total number now that matches the total number of votes.

*Step 13*

Click the cell to the right of the Total and type the word Total.

➤ **Converting the Data Table to a Histogram**

*Step 1*

Before you can use the Chart Wizard to create a graph from your data table, you must use the cursor to drag through the information you need in your table. You will not need to include the title in the cells you highlight for your histogram.

### *Step 2*

Drag through the rest of your data, including the names of the ice cream, the Room number, the amounts for each ice cream, and the total.

### *Step 3*

Click the Chart Wizard icon on the toolbar.

### *Step 4*

A series of windows will appear asking you for information about your chart. The first thing you must decide is which type of graph you would like. For the histogram select column and use the one already selected in the upper left corner. Click the Next button.

### *Step 5*

The next window will show you a sample of your data as a histogram. Click the Next button.

### *Step 6*

Click the field under Chart Title and type in Histogram for Hand-held Ice Cream, then click Next.

### *Step 7*

The final step of the Chart Wizard asks you to decide if you want your chart to be an object in your current workbook or a new workbook page. Leave it as an object and click Finish.

### *Step 8*

Your completed histogram will appear on top of your sheet. You can move it around the page and resize it with the handles on the corners.

## ➤ **Converting the Data Table to a Circle Graph**

### *Step 1*

Again, drag through your data, including the names of the ice cream, the Room number, and the amounts for each ice cream. This time leave the total off.

### *Step 2*

Select the Chart Wizard from the toolbar.

### Step 3

This time, select the pie or circle graph from the selections, then click Next.

### Step 4

Leave the settings as they are on this page, and click Next again.

### Step 5

Under chart title, type Circle Graph for Handheld Ice Cream, then click Next.

### Step 6

Again, leave the chart as an object and click Finish.

### Step 7

Your completed circle graph will appear on top of your sheet. You can move it around the page and resize it with the handles on the corners.

## ➤ **Creating a Text Box for Summary Statements**

### Step 1

From the menu bar, click the View Menu and select Toolbars, then Drawing.

### Step 2

From the Drawing toolbar, select the Text Box icon.

### Step 3

Click on an open cell in the workbook below the circle Graph.

### Step 4

Drag to enlarge the text box.

### Step 5

Type a summation of your findings.

### Step 6

Select the text. Click the spell check icon in the menu bar. Change or ignore spelling suggestions. Click cancel when you are finished.

### Step 7

Select the text box and move or resize as needed.

*Step 8*

From the menu bar, click File, then Print Preview. Review the page format, then select Close. Move the histogram, circle graph, or text box as needed.