Creating charts to explain complicated data and statistics can be a lot of fun, as well as adding interest and impact to your documents. It's the type of activity that requires practice and experimentation, though, since most of us have developed and used very few charts in the course of our work. Do the following two activities to practice making charts.

1. Visit a World Wide Web site related to a topic in which you are interested. Find a table of information and print it by printing the page or saving it as a picture and putting it into a Word document. Type the information in an Excel document and create a pie chart. * Turn in your data page, your excel worksheet and the pie chart printed on a page by itself.

2. Set up a class gradebook with 10 students. Assign 4 test grades to each of your students and one homework grade. If the homework average counts 20% of the final grade and the test average count the other 80%, find the average of the grades. Make the background of every other line in your “gradebook” gray so that you can follow the students grades easily across the row. Make a chart for the class grades (do not identify the students by name in the chart.). Use Word to write a letter to one of your student's parents or guardians. In the letter identify which child is theirs in the chart and refer to the chart of the grades for the whole class.

- Your WWW site must be different from any other student in the class. Your site may contain lots of different categories of data. Only choose five to input into your Excel worksheet.