Lesson 2 - Excel

Begin by creating a worksheet with the data for five classes. Then you'll plot the data to show a comparison for each quarter of the year.


2. In cell A2, type Class Average Comparison

3. Press Enter.


5. Click the Center Across Columns button on the formatting menu bar. (If you do not know which button this is, slide your mouse along the corners of the buttons and it will identify them for you.) This is the shortcut for the steps you did using format cells, alignment tab, horizontal and Center Across Selection

6. Select cells A2 through I2. Center the words for this row.

7. To make this title stand out, click the Bold button and change the font size to 14.

Add row and column labels

Too much information or poorly labeled information can result in hard-to-read charts. Here you know you want to show how each of your classes did for each quarter of the year, so you'll put the quarter as one data series and the class period as the other data series.

1. Select cell B4.

2. Type Q1

3. Press Enter.


5. Place the mouse pointer on the lower-right corner (it becomes a black plus) and drag across to E4.
You have used Autofill to complete the series. You’ll find this to be a very handy feature when you need to label several items in succession. Now, you’ll use it again.

6. Select cell A5.

7. Type Period 1.

8. Press Enter.


10. Place the mouse pointer on the lower right corner of the cell and drag down through cell A9.

**Adding the data points**

Now type in the class average for each class for each quarter, and then you’ll be ready to chart the information.

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>78</td>
<td>76</td>
<td>81</td>
<td>80</td>
</tr>
<tr>
<td>Period 2</td>
<td>86</td>
<td>84</td>
<td>87</td>
<td>83</td>
</tr>
<tr>
<td>Period 3</td>
<td>82</td>
<td>80</td>
<td>83</td>
<td>81</td>
</tr>
<tr>
<td>Period 4</td>
<td>79</td>
<td>77</td>
<td>80</td>
<td>76</td>
</tr>
<tr>
<td>Period 5</td>
<td>83</td>
<td>82</td>
<td>86</td>
<td>83</td>
</tr>
</tbody>
</table>

**Creating the chart**


2. Go to Insert on the menu bar and click on Chart or click the ChartWizard button on the formatting menu bar.

   The mouse pointer becomes a black plus with a miniature chart attached to it. You will now select the area for the chart to appear.

   ChartWizard will now ask you a few questions and help you complete the key components of your chart.

   a. For step 1, make sure the column graph is highlighted under chart types. Press the box that lets you view the sample of what it will look like. *(I always do this before I proceed with a chart type. Note: It takes some practice to know which type of chart will best represent...)*
the data you have selected. Experiment with different charts until you find the one that meets your needs for certain information.)

Click Next.

b. For step 2, click the Columns circle. if it is not already selected . Click Next.

c. For step 3, type **Class Comparison Table** in the Chart title blank. Type **scores** in the Value y-axis blank. Click the Legend tab and make sure the **Show legend** box is checked. Click the **data labels** tab and select **value**. Click Next.

d. For step 4, click the option for in Sheet 1. Click Finish.

*Note: Any changes you make to your worksheet will be automatically reflected in your chart. So, if you need to update or correct your worksheet, you don’t have to make a new chart. Excel does it for you.*

3. Move the chart underneath your data and resize it so that its width matches the width of your data.

**Editing your chart**

Sometimes you will want to change the names of the X and Y axes. Here’s how to make these changes:

1. To activate the chart for editing, anywhere on the chart to select it.

2. Right-click the selected chart to see a list of editing options. Choose chart options.

   *Note: This list of options will be different depending on what part of the chart you click. If you right-click the legend, then you will get editing options for the legend only. If **Insert Titles** doesn’t appear in your list of options, right-click elsewhere in the chart until it does.*

   Now you will change a title for the Y axis of your chart.

3. Click on the tab Titles. Change the name of the y-axis to **Student scores**. Click on the data labels tab. Click the value box to turn off the values. Click Okay.
Enough changes for now. You can experiment as much as you like with colors and patterns and 3D charts, but remember, the purpose of a visual aid is to help explain the underlying data, and a good chart will accomplish this with simplicity and clarity.

Save your worksheet with the chart you have created and print it.

**Importing a chart into a word-processing document**

Now that you have created and edited a chart, let's add the chart to a word-processing document. The addition of a graphical image into a written document can add impact and clarity to your words.

**Inserting the chart into a Word document**

This is one of a number of ways to insert a chart into a Word document. Here you simply want to add this chart to an existing document.

1. Open Microsoft Word (if it's not already open).
2. Open the file that has your letter for *Writing a letter, part 2*.
3. Open the Excel file (if it's not already open).
4. Click the chart in Excel to select it.
5. Click the Copy button or go to Edit on the menu and choose copy.
6. On the task bar click on Microsoft Word to bring it in front.
7. Place your cursor at the end of the last paragraph.
8. Press Enter twice.
9. Type: This chart shows the grades for my classes. Jason is in Period 2.
10. Click the Paste button to insert the chart into the document.
In-place editing

If you want to make any changes to your chart now, you don't need to return to Excel. You can do your editing right where you are.

1. Double-click anywhere on the chart to activate the Excel menu choices.

2. Click the title of the chart to select it.

3. Change the word Table to Chart, since that's what it really is.

4. Click anywhere off the chart to return to the Word commands.

5. Print your letter with the chart in it.

*Nice work! You now have a document with text created in Word, and a chart brought in from Excel. It would be just as easy to bring in a spreadsheet, a slide from PowerPoint, or a database entry and insert it into your document.*

6. Close Word and Excel, saving any files you want to use later.

You've accomplished a lot in this lesson with worksheets and charting. By creating a compound document with information from Word and Excel, you have used the power of these two programs to bring your ideas together. You learned how to:

- Modify a spreadsheet.
- Create a chart.
- Make changes to the chart.
- Import a chart into a Word document.
- Do in-place editing.