

Using Excel to Draw Charts

Excel often needs the data put into simple tables before it will draw you nice graphs.

Highlight the table by holding down the left mouse button and dragging over



the table, then click on the chart wizard. Follow the instructions to draw your graph. You can change things like the colours, scales, titles etc at any time by right clicking on your graph and choosing '*Chart Options*' or right clicking on the very thing you want to change and choosing '*Format Axis*' or '*Format Chart*' area etc.

The screenshot shows the Microsoft Excel interface with two data tables. The first table, titled 'Our Eye Colours', is in columns B and C. The second table, titled 'South african Eye Colours', is in columns E and F. A speech bubble points to the Chart Wizard icon in the toolbar, saying 'Here is the Chart Wizard'. The Chart Wizard dialog box is open, showing 'Step 1 of 4 - Chart Type'. The 'Pie' chart type is selected, and the 'Pie' sub-type is chosen. The dialog box also includes a description: 'Pie. Displays the contribution of each value to a total.' and buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Our Eye Colours	Count	South african Eye Colours	Count
Brown	12	Brown	23
Blue	10	Blue	6
Green	6	Green	5
Other	4	Other	6

Remember to choose the appropriate graph for your data. Does it show the data you want? Make sure it is labelled correctly and has a title.

Remember to save your work.