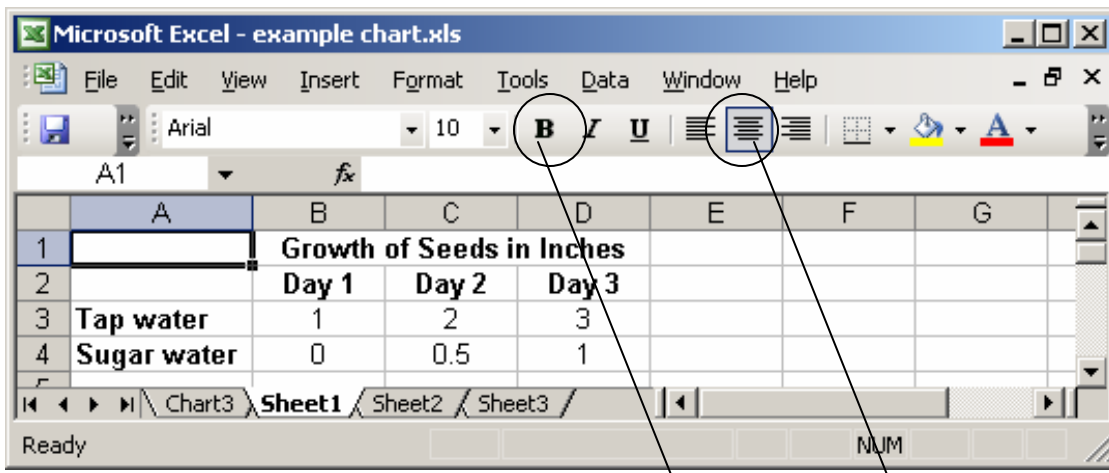


CREATING TABLES AND GRAPHS

Tables can be created by using EXCEL or Microsoft Word software. Following are directions for both. It is up to you to decide which one you prefer to use.

1. CREATING A TABLE IN EXCEL



- Open Microsoft Excel
 - Each square is called a cell
 - Each cell is named by a letter and number
 - Ex. The first cell in the upper left hand corner is A1
- Choose the name for your table and your headings
- Enter your column headings, starting in cell B2
- Enter your row headings, starting in cell A3
- Highlight the headings, then click on the B symbol in the toolbar to make them bold
- Enter your data under the headings
 - Do not bold your data
 - Do not use labels within the cells, you can include the labels in the headings
 - Use decimals instead of fractions
 - If you want the information centered, you can highlight it and then click on the center align button
- Enter the table name in Row 1

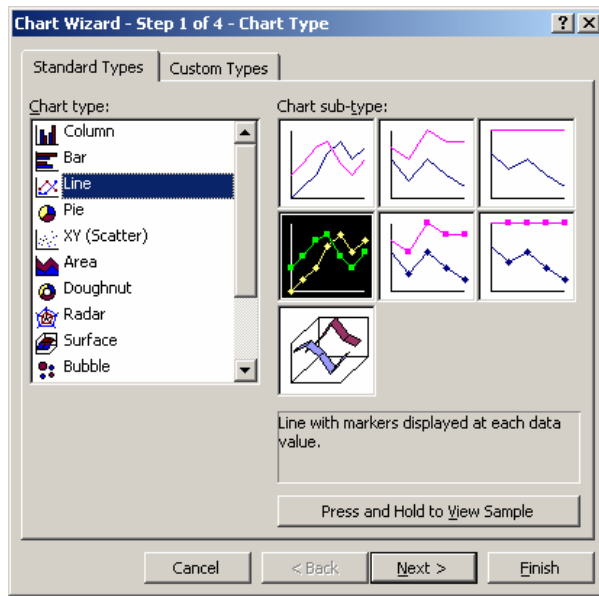
CREATING A TABLE IN MS WORD

- Open Microsoft Word
- Type the name of your table in **Bold** font
- In the toolbar at the top of the window, click on Table
- Select Insert and then Table
- Columns are up and down (vertical), and rows are horizontal
- Determine how many rows you will need for your table, including the row heading, enter that number for rows
- Do the same for the number of columns
- Type the row and column headings in **Bold** font
- Enter the data into the cells
 - Do not bold the data
 - Do not include labels (inches, cm, etc.) if you plan to use this table to make a chart. The labels can be included later when the chart is created.
- You can center the table name by highlighting it and clicking the Center Align button on the toolbar at the top of the window

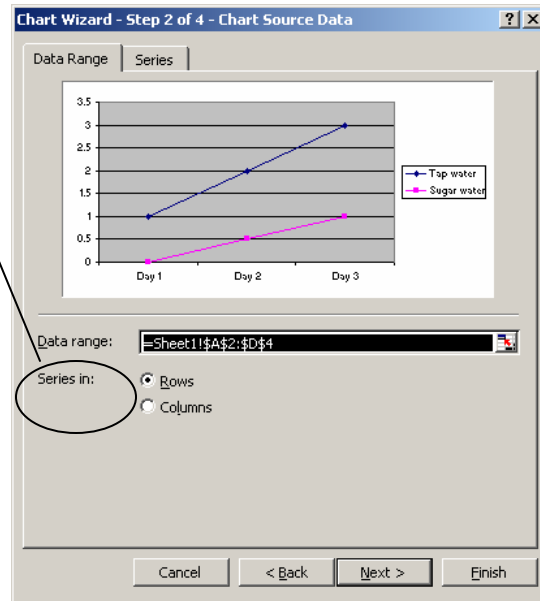
	Heading One	Heading Two	Heading Three
Heading A	1	2	3
Heading B	0	3	5

2. CREATING A CHART IN EXCEL

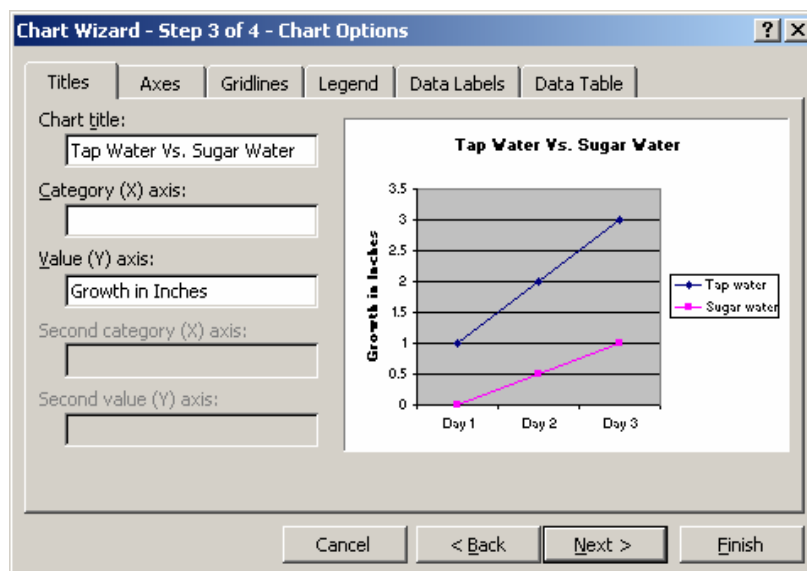
- You can use a table from either Microsoft Excel or from Microsoft Word
- Microsoft Word
 - Highlight the table, do not include the name
 - Right click and select copy
 - Open Microsoft Excel
 - Highlight the same amount of cells as the table from MS Word
 - Right click and select paste
 - You should now have a table in MS Excel
 - To adjust the cells to fit the data
 - Where the row number or the column letter is shown, put your mouse on the line in between the cells until a cross with arrows appears.
 - You can drag the mouse to make the cells bigger or smaller
- Highlight the table that is in Excel, excluding the title
- Click on Insert on the toolbar at the top of the window
- Select Chart and then follow the Chart Wizard
 - Choose the type of chart you want, click next



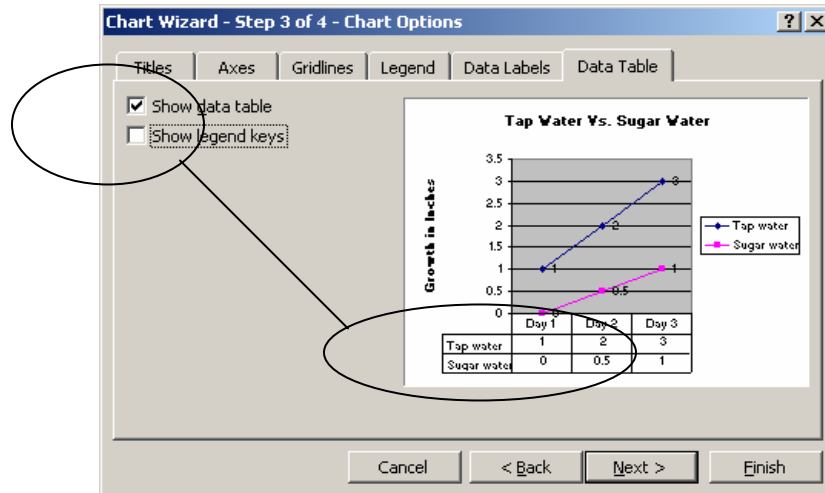
- A simple chart will be displayed
 - Make sure the data is on the axis you want, click next
 - If the axis are switched around, choose the option that is not darkened for rows or columns



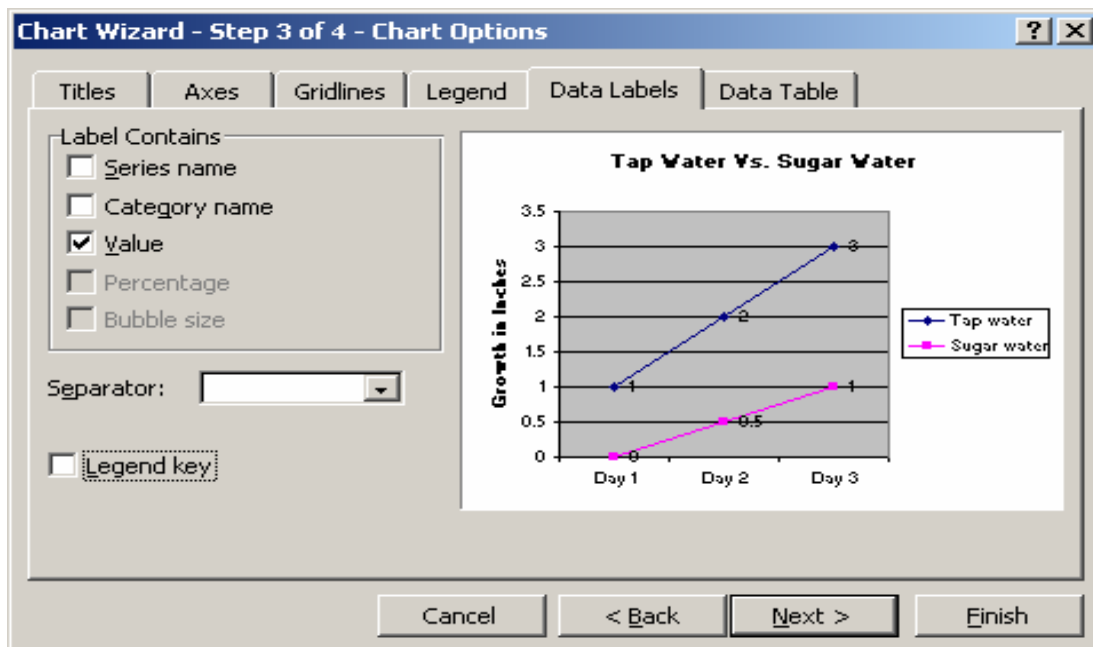
- Under the Titles tab
 - Name your chart
 - Label your x- and y-axis (this is where you can put inches, cm, mm, etc.)



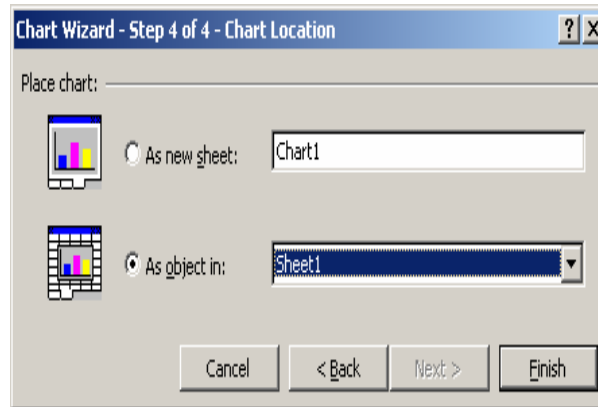
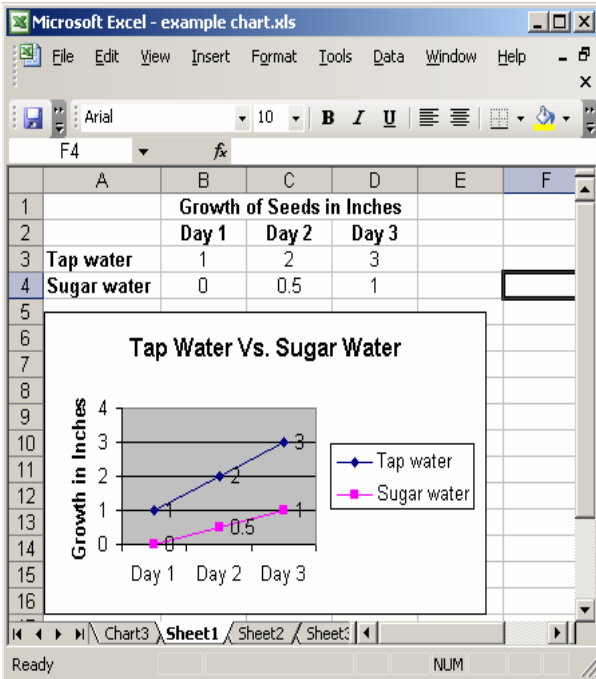
- Under the Data Table tab
 - If you would like your data table to appear on your chart, put a checkmark in the box next to "Show Data Table"



- Under the Data Labels tab
 - This tab will allow you to insert the specific data next to where that data is on the graph/chart, etc.



- The next screen of the wizard will ask how you want the chart to be placed
 - If you want your chart to be on its own page, choose "As New Sheet"
 - This option usually creates a large chart that fits the entire page
 - If you want your table and your chart to appear on the same page, choose "As Object In"



- Additional Formatting
 - Shows better with color printing
 - Too much formatting can make the information hard to see
 - To change the color and the background of your chart
 - Right click on the area you would like to change and choose "Format ..."
 - The Fill Effects option is where you can find different patterns, backgrounds, and textures

