

Load Excel. A blank spreadsheet will be displayed on your screen.

1. Drawing a graph

Task

Create a table showing the output for a production line over the past four months and draw a graph of the data shown below.

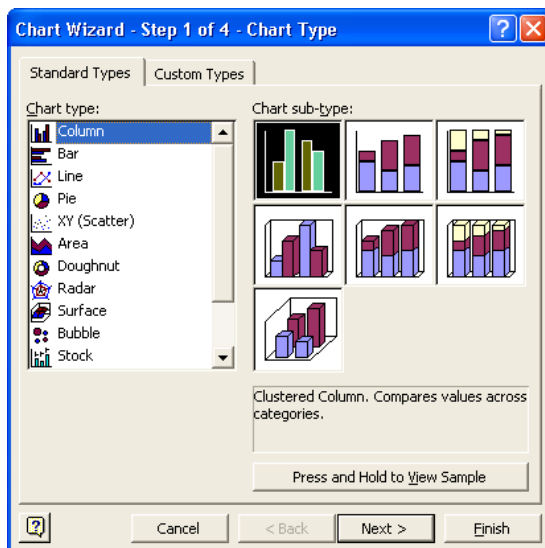
	A	B	
1	Month	Line1	
2	Jan	450	
3	Feb	700	
4	Mar	650	
5	Apr	720	
6			

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Basic steps

- Create a table containing the data given above so that the months are listed in column A and the production figures in column B with no blank lines between the headings and data.
- Click and drag on cells A1 to B5. (Note that this range contains the row and column labels as well as the data.)
- Select **Insert** and **Chart**

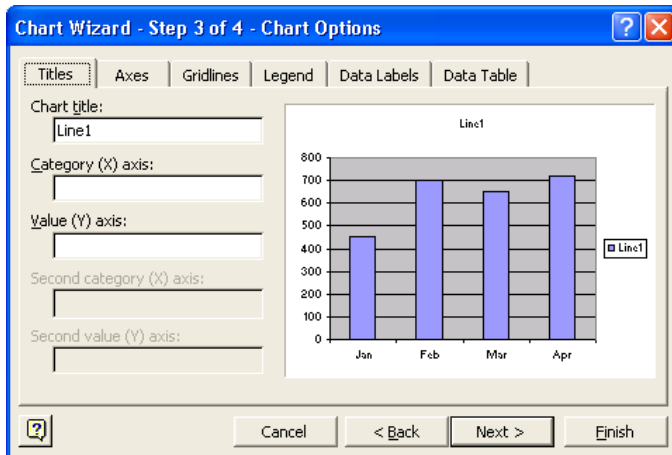
A Chat Wizard Dialog Box appears:



- Choose the chart type (e.g. Column) from the Standard Types
- Choose the Clustered Column Chart sub-type and click on **Next**
- Set the Series in option to Columns

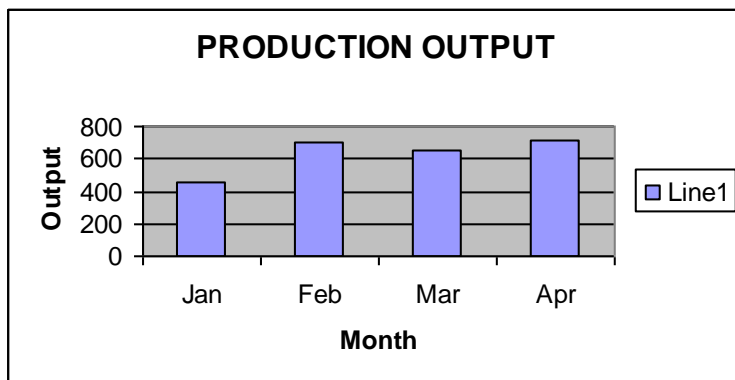
- Click on **Next**

A Chart options Dialog box opens



- Type the title **PRODUCTION OUTPUT** in the Chart Title text box
- Type the label **Month** in the Category (X) axis text box.
- Type the label **Output** in the Value (Y) axis text box.
- Click **Next**
- Click **Finish**.
- Click outside the graph when completed.

The graph will be displayed as shown.



3. Changing data ranges

Task

Enter details into the spreadsheet on the output for two other production lines between January and April and amend your graph to include these figures:

Month	Line 2	Line 3
Jan	600	800

Feb	500	600
Mar	450	550
Apr	390	720

Basic steps

- The spreadsheet LINE created in the previous task should be displayed on your screen. Enter the data for Lines 2 and 3 in columns C and D in the table.

Notes

You may need to move the graph to allow enough room to display the new data. If so, click and drag the graph away from these cells. Resize the graph using the handles if necessary.

To change the current graph you must add two new data ranges as follows: Double-click on the graph to make it active. Select the range of cells containing the new details, i.e. click and drag on the handle.

	A	B	C	D
1	Month	Line1	Line2	Line3
2	Jan	450	600	800
3	Feb	700	500	600
4	Mar	650	450	550
5	Apr	720	390	720

Drag this handle

The changed data range will be as follows:

	A	B	C	D
1	Month	Line1	Line2	Line3
2	Jan	450	600	800
3	Feb	700	500	600
4	Mar	650	450	550
5	Apr	720	390	720

- The graph should now be amended with the new data included as shown below:

