Ready-to-Use Charts

Create a Chart for Students to Use

Students can use worksheets to enter and analyze data in chart form, even if they're too young to create charts themselves. You'll create one in this activity.

> ### This Activity Covers the Following Topics
> - Learning About the Worksheet
> - Creating Your Own Worksheet and Chart
> - Inserting WordArt
> - Entering the Data
> - Creating a Temperature Chart
> - Removing the Gridlines
> - Creating a Precipitation Chart
> - Removing Data
> - Inserting Pictures
> - Cropping Pictures

Learning About the Worksheet

1. Open the file "Teddy Bear Chart" from the "Learning Excel" folder on the CD-ROM that came with this book. Students will use the worksheet at the top to enter data about the measurements of their teddy bear, then use the resulting chart to analyze the data.

2. Type the **name of a student** under the heading, **Student**. Press [TAB] to move to **Height**.

3. Type **24** under **Height** and press [TAB]. A bar appears in the chart.

4. Type **12** to indicate the circumference of the head and press [TAB]. Another bar appears.

5. **Enter data** for the **rest of the chart**.

Creating Your Own Worksheet and Chart

1. You're going to create worksheet and chart files like this for your students to use. **Create a new** *Excel* **worksheet**.
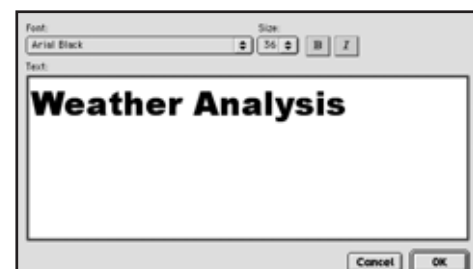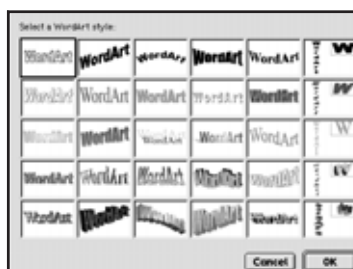
Inserting WordArt

1. Click the **WordArt icon** on the **Drawing toolbar**. You can also click the **Insert menu**, choose **Picture**, and then **WordArt**.

2. **Double-click** a **WordArt form**.

3. Type **Weather Analysis** and click **OK**.

4. **Drag** the WordArt to the **top of the page**.

Entering the Data

1. Click **Row Indicator 6** to select the row.

2. Click the **Bold button** or press
   ⌨**CTRL**⌨**B** (Windows) ⌨**⌘**⌨**B** (Macintosh).

3. Select cells **B6**, **C6**, and **D6** and click
   the **Align Right button** on the **Formatting
   toolbar** or **Formatting palette**.

4. Click cell **A6** and type **City**. Press ⌨**TAB** to move to **B6**. Type **Low** and press ⌨**TAB** to move to **C6**.

5. **Type the remaining data** into the worksheet and resize the columns so the words fit.

Creating a Temperature Chart

1. **Select the data for City**, **Low**, and **High**. You'll chart the Precipitation separately.
   Since it has such small numbers, it won't chart well with the larger numbers.   X, 2001

2. Click the **Chart Wizard button** or click the **Insert menu** and choose **Chart**.

3. **Pick any option** that will help the students analyze their data. Look at the previous activity if you
   need help. **Drag the chart** below the spreadsheet.
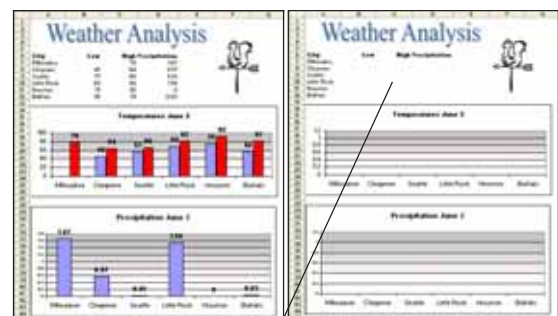
Removing the Gridlines

1. **Click in the worksheet** to deselect the chart. Click the **Tools
   menu** and choose **Options**. X users click the **Excel menu**
   and choose **Preferences**. 2001 users click the **Edit menu**
   and choose **Preferences**. 98 users click the **Tools menu** and
   choose **Preferences**.

2. Click the **View tab**, then click to remove the check from
   Gridlines. Click **OK**.

Creating a Precipitation Chart

1. Select the data for **City**. Press ⌨**CTRL** (Windows) ⌨**⌘** (Macintosh) and select the **Precipitation** data**.**

2. Click the **Chart Wizard button**. **Pick any options** that will help the students analyze their data.
   Look at the previous activity if you need help. You really don't need a legend since you're
   charting only one type of data.

4. **Drag the chart** below the other one.

5. Click in the worksheet to deselect the chart. Click the
   Insert menu, choose **Picture**, then **Clip Art**. This lets
   you insert clip art that is part of the *Excel* program.
   You'll learn to add other pictures on the next page.
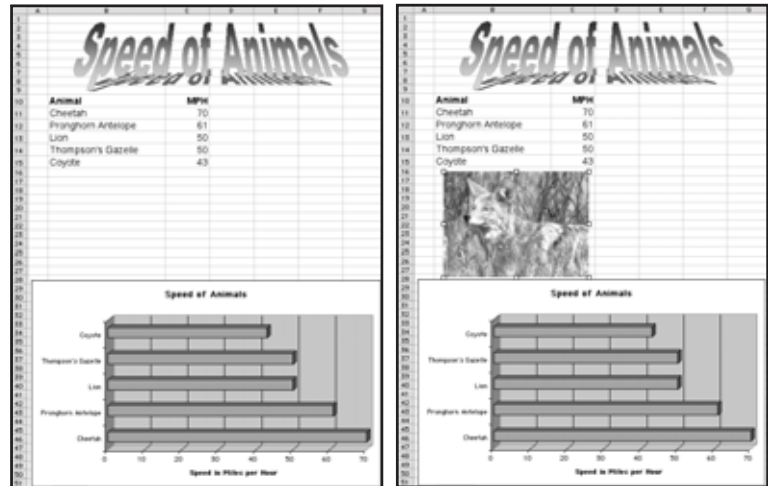   **Add an image** to your worksheet.

Removing Data

1. **Select the data** in the spreadsheet, but **don't select the cities or headings.**

2. Click the **Edit menu**, choose **Clear**, then **Contents. Save** the file onto your hard drive or disk.

3. **Test** the worksheet by **entering data into the spreadsheet** and watching the chart appear.

Inserting Pictures

You can insert digitized pictures, including pictures from the Internet, into *Excel* worksheets.

1. Open the file "Animal Speeds" from the "Learning Excel" folder on the CD-ROM that came with this book. This file is similar to the weather worksheet you just created. Data can be cleared from the worksheet so students can enter their own data and watch the chart appear.

2. Pictures will enhance this worksheet and make it more interesting to students. Click the **Insert menu**, choose **Picture**, then **From File** or click the **Insert Picture from File button** on the **Drawing toolbar**.

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3. Navigate to the "Pictures" folder on the CD-ROM that came with this book. **Double-click** the **Animals** folder, then the **Mammals** folder. **Double–click Coyote**.

4. **Drag a handle** to make it **small enough to appear on the worksheet**. See the screenshot above.

Cropping Pictures

1. **Insert** the picture **Pronghorn**. The picture will fit better on the worksheet if it is cropped.

2. Click the **Cropping button** on the **Picture** toolbar. If the toolbar isn't visible, click the **View menu**, choose **Toolbars**, and then **Picture**.

3. Place the **cropping cursor on the middle handle on the right side of the picture**. **Drag to the left** to crop the background. **Crop the left side**, then drag the **picture above the chart**. Resize the picture if you need to.

4. **Remove the data** from the worksheet and it's ready for your kids to use. You can choose **Save As** from the **File menu** to save the file to your hard drive or disk.