

CREATING A CHART

1. Open New Spreadsheet
2. Enter Row and Column Headings

	A	B
1	Megan's Weight Gain	
2	2-Jan-80	
3	9-Jan-80	
4	16-Jan-80	
5	23-Jan-80	
6	30-Jan-80	
7	6-Feb-80	
8	13-Feb-80	
9	20-Feb-80	
10	27-Feb-80	

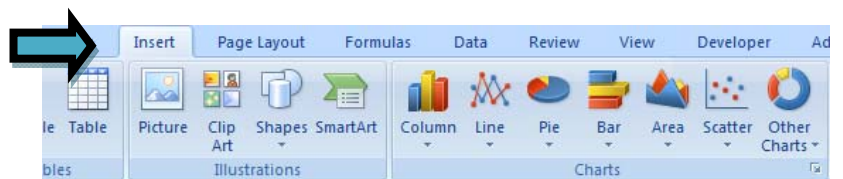
3. Enter data in columns and rows

	A	B
1	Megan's Weight Gain	
2	2-Jan-80	9.5
3	9-Jan-80	11
4	16-Jan-80	12
5	23-Jan-80	12
6	30-Jan-80	14
7	6-Feb-80	15
8	13-Feb-80	16
9	20-Feb-80	19
10	27-Feb-80	20

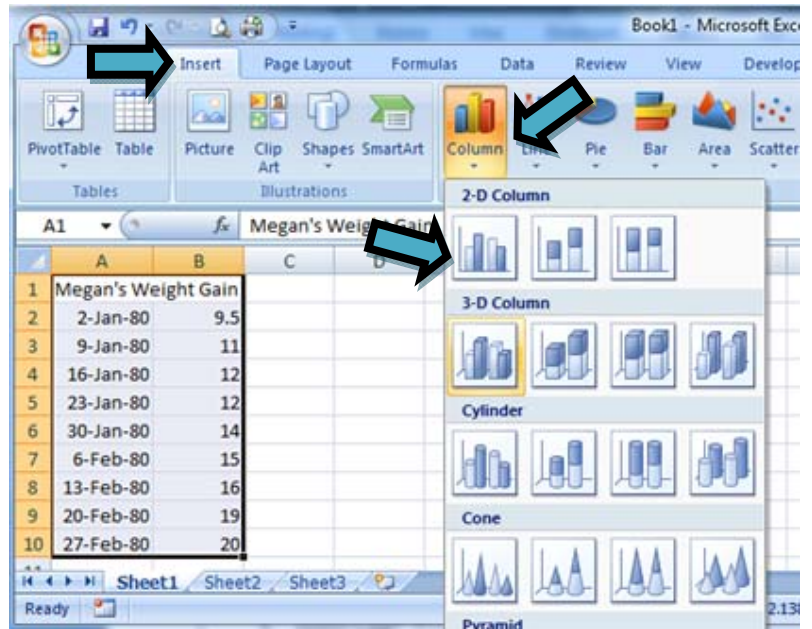
4. Highlight data

A	B
Megan's Weight Gain	
2-Jan-80	9.5
9-Jan-80	11
16-Jan-80	12
23-Jan-80	12
30-Jan-80	14
6-Feb-80	15
13-Feb-80	16
20-Feb-80	19
27-Feb-80	20

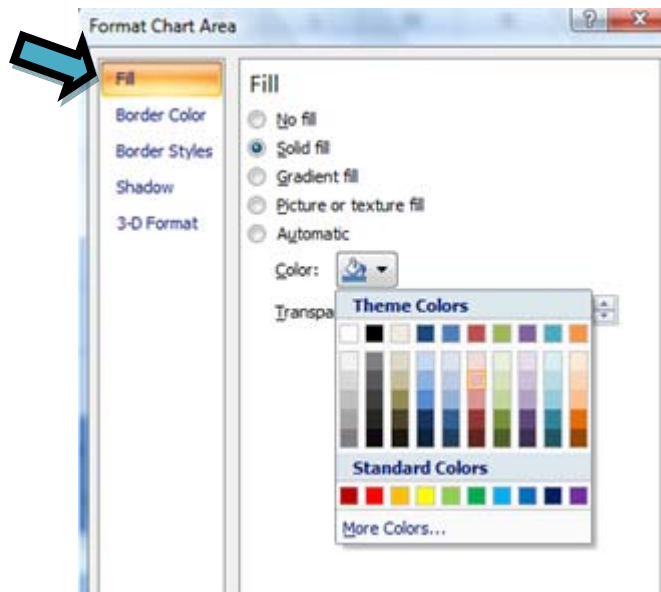
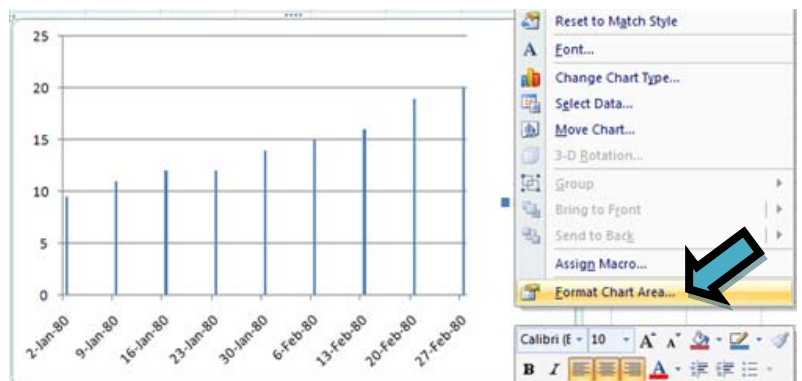
5. Click Insert Tab



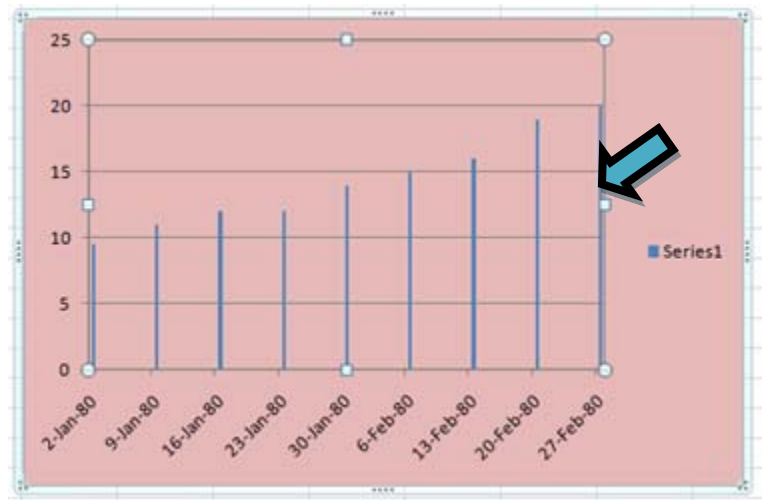
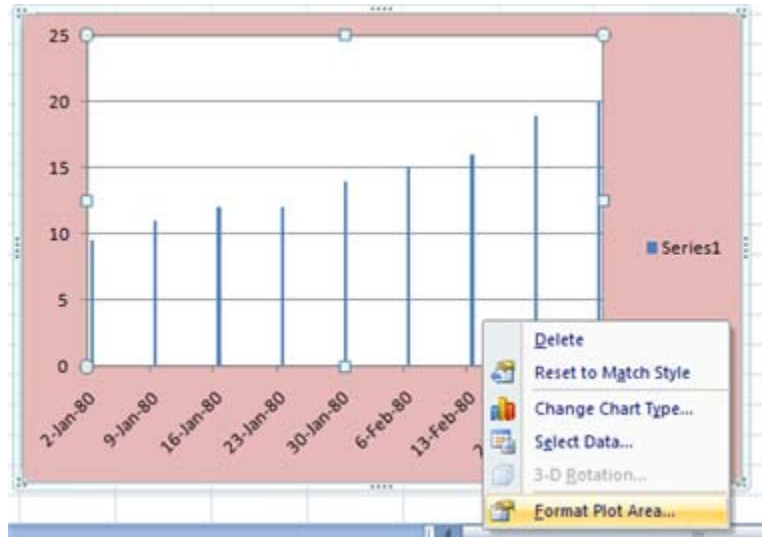
6. Click Insert Chart
 - a. Select Chart Style



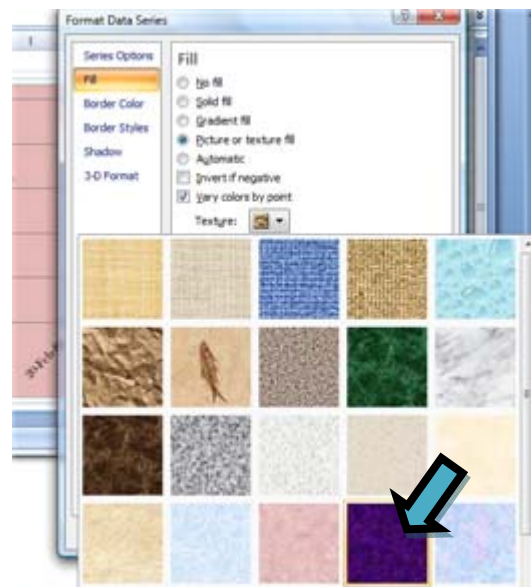
7. Click to select Chart Area / Right Click / Format Chart Area
 - a. Fill / Solid / Choose color
 - b. Click Close Button



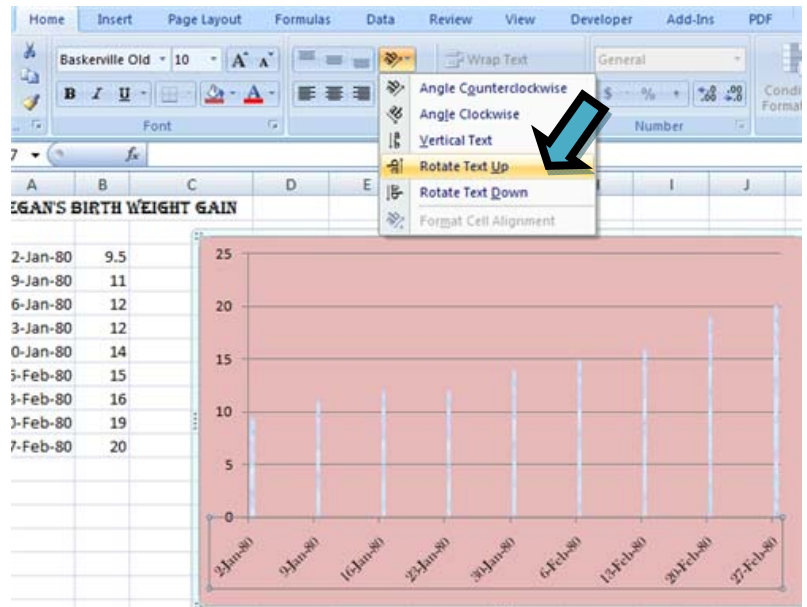
8. Right click Plot Area
 - a. Fill / Solid / Choose color
 - b. Click Close Button



9. Right Click Data / Format Data Series
 - c. Fill / Picture or Texture Fill



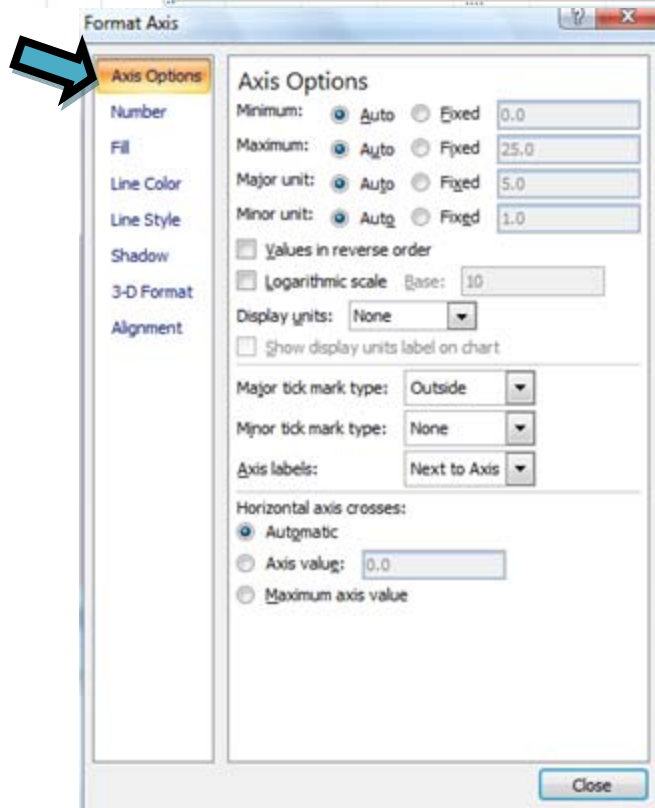
10. Format Data Fields / Right Click / Home / Select Font Color



11. Click Vertical (Value) Axis / Home / Select Font Color

12. Right Click Vertical Axis / Format Axis / Change Minimum, Maximum, Major Unit, and Minor Unit numbers.

a. Change to fixed and set the numbers you want.



12. Now you know how to select and change the looks of the chart. If you double click the chart it will bring up the Chart Tools Menu for even more fun!

