An Introduction To
Microsoft Excel Spreadsheets

TASK: You are responsible for creating a graph using Microsoft Excel. After selecting your topic from the list below and filling in the blank data table, follow the instructions to create your graph.

PART A: Choose a topic of your choice from the list below. Circle it.

Favourite Desserts   Favourite Songs
Favourite Vacation Spots   Favourite Pets
Favourite Sports   Favourite Colours
Favourite Television Shows   Favourite Movie

PART B: Look at the sample data below. Notice the category (Toothpaste Flavour), and its subcategories (e.g. bubble gum, peppermint etc. . . .)

Toothpaste Flavour	Number of Students
bubble gum	12
peppermint	5
spearmint	8
fruity	3
no flavour	1

PART C: Using the topic you have chosen above, fill in the chart below. Make sure you write in your category and 5 subcategories. (You must come up with the subcategories yourself). This will be the data you will use to create your graph.

_____	Number of Students
	12
	5
	8
	3
	1

PART D: Let's create the graph.

1. Open a new **Microsoft Excel** document.

2. In Cell **A1**, type the name of the category you chose (e.g. **Toothpaste Flavour**).

3. In Cell **A2**, type your first subcategory (e.g. bubble gum).

4. In Cell **A3**, type your second subcategory (e.g. peppermint).

5. Continue filling in the other subcategories in Column A of your spreadsheet. You should have 5 subcategories all together.

6. In Cell **B1**, type **Number of Students**.

7. In Cells **B2**, **B3**, **B4**, **B5** and **B6**, type in the number from your table beside each corresponding subcategory. You now have all the data you need.

8. Highlight all of your data (starting in Cell **A1** and ending in Cell **B6**)

9. Go to **Insert** and choose **Chart**.

10. Under **Chart Type**, choose **Column**, and then click **Next**.

11. Click **Next** again to skip Step 2.

12. You should now be on **Step 3**. Click on **Titles**.

13. Under **Chart Title**, enter the title of your graph (e.g. Favourite Toothpaste Flavours).

14. Under **Category (X) Axis**, type the category of your data (e.g. Toothpaste Flavour).

15. Under **Value (Y)** or **(Z) Axis**, type **Number of Students**.

16. Click on **Legend** and uncheck the **Show Legend** box.

17. Click on **Next**.

18. You should now be on Step 4. Under **Place Chart**, make sure that **As object in:** and **Sheet 1** is selected.

19. Click on **Finish**.

20. See if you can change the fonts on your graph (i.e. the style and size).