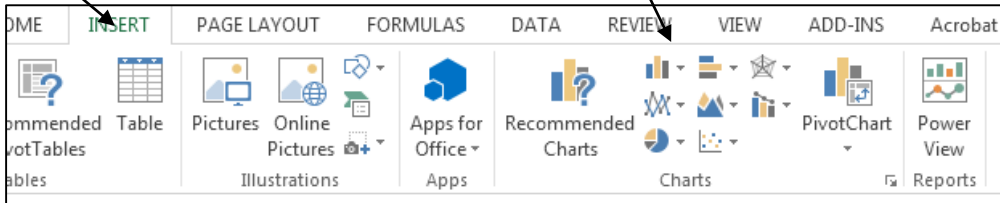


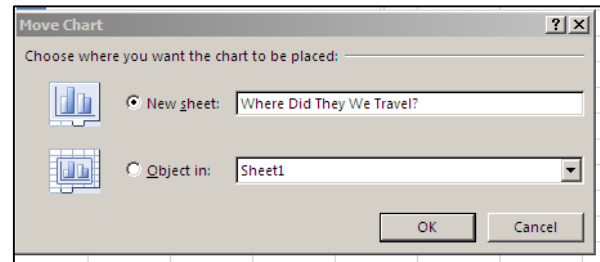
CREATING A CHART IN EXCEL

1. Enter in your data and format it appropriately...
2. Highlight the values that you would like to put in the chart (for the data on the right, the user would highlight the values 8,4,5,3,2,1).
3. Select **Insert** from the top menu and then select the type of chart that you would like...

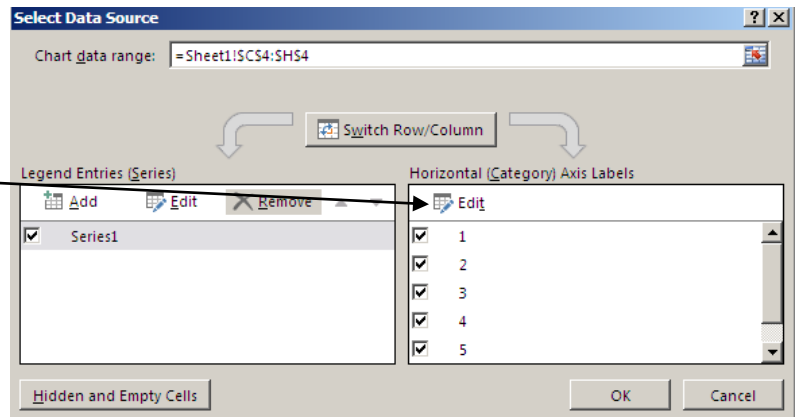
	Nowhere	Ontario	Canada	USA	Mexico	Jamaica	TOTAL (n=?)
Where did people travel to this March Break	8	4	5	3	2	1	23



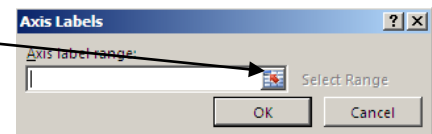
4. The chart will appear on the worksheet but we often would like it as a separate sheet. To move the chart, right click on the white area of the chart and select **Move Chart...** Then select **New Sheet** and enter a name for your new sheet that will hold the chart.



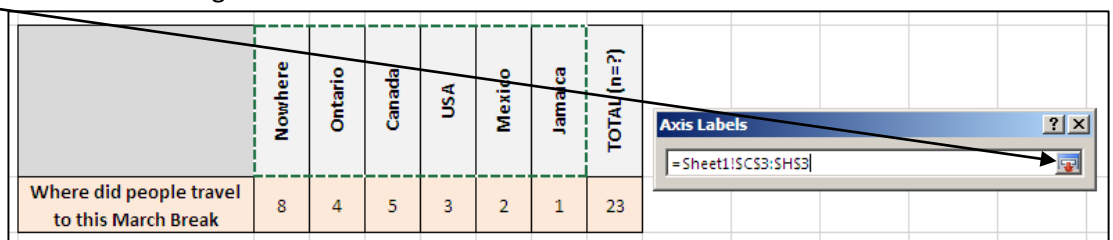
5. Notice that the x-axis labels (the labels on the bottom) are values instead words. To change the x-axis values right click on one of the values and click **Select Data...** Click on **Edit**



6. Click on the **red arrow**. This will allow you to go and select the data that you would like to appear as the x-axis labels.



7. Click back on the sheet that holds the data and then highlight the data labels. Click the **red arrow**, then **OK** and **OK** again.



8. It is now a good idea to add a chart title and to change colours, or add other elements to the chart.