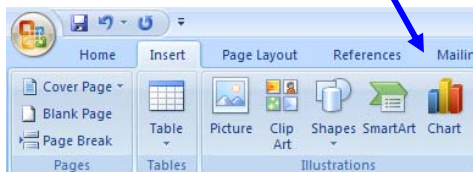


Creating a Graph using Office 2007

Go to Courseware

Open Microsoft **Word** 2007. This is a word-processing application.

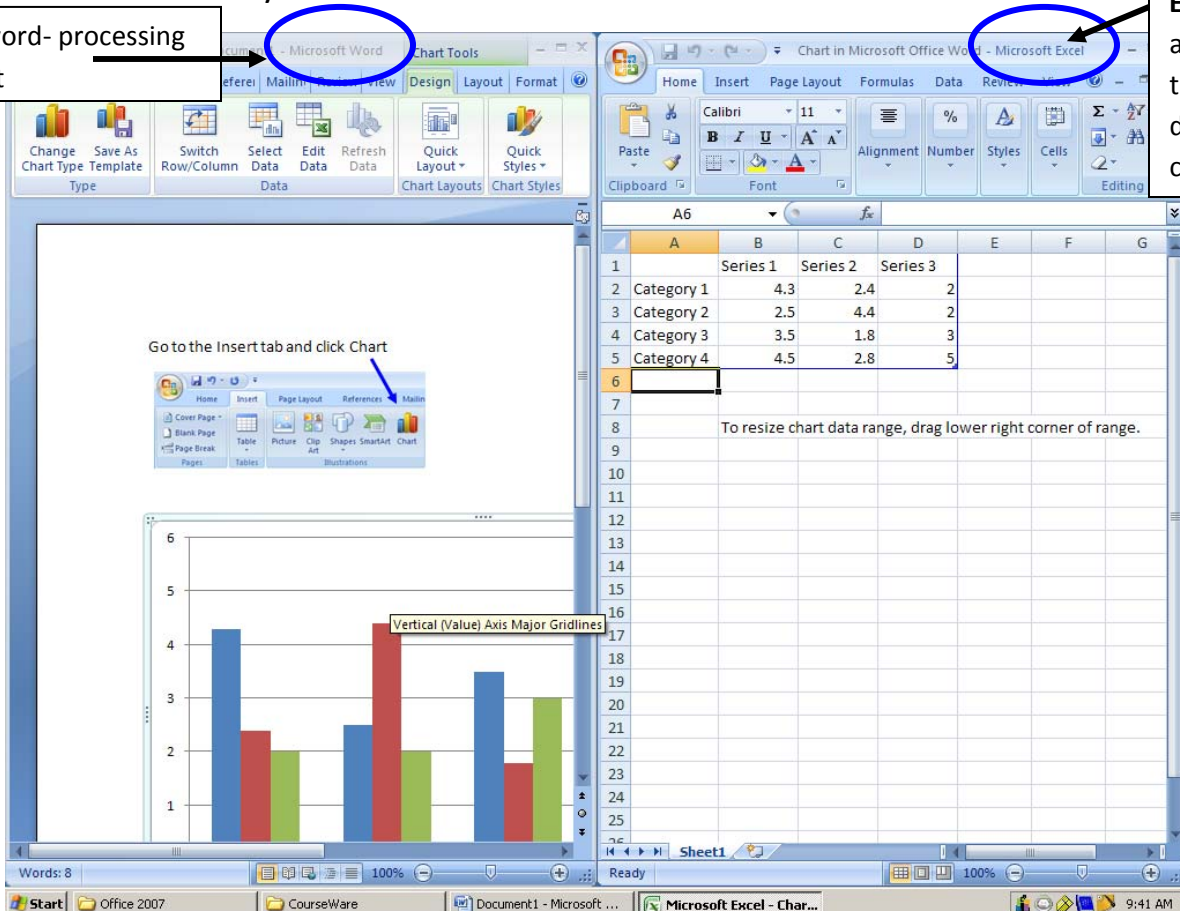
Go to the Insert tab and click Chart



Select the type of chart you want to create. Click OK.

You will see a sample chart inserted into your **Word** document. You will also notice an **Excel** document opened on the right-hand side of the screen. **Excel** is a separate application that is used mainly to manipulate data, create graphs, and organize lists. You will notice there is data in the **Excel** document that correlates with the chart in your **Word** document.

Word - word-processing with chart



Vertical (Value) Axis Major Gridlines

To resize chart data range, drag lower right corner of range.

Excel - rows and columns that contain data for the chart

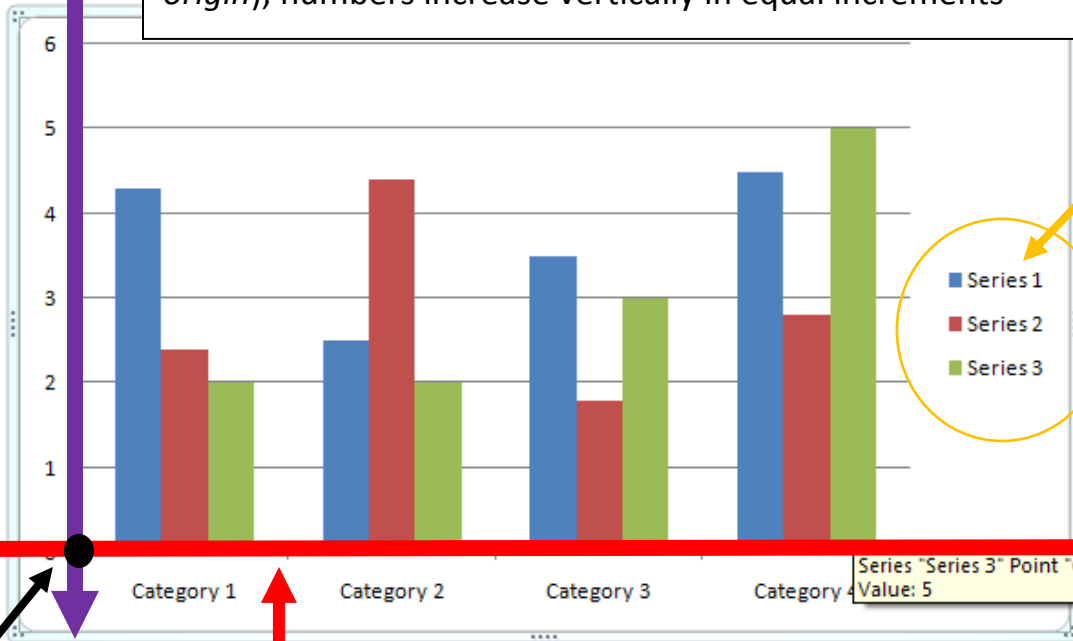
	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							
9							
10							
11							
12							
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14							
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16							
17							
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21							
22							
23							
24							
25							

y-axis (vertical line on a graph)

Numbers -starts at 0 where the x and y-axis meet (called the *origin*), numbers increase vertically in equal increments

Key – tells what colors represent what

- Series 1
- Series 2
- Series 3



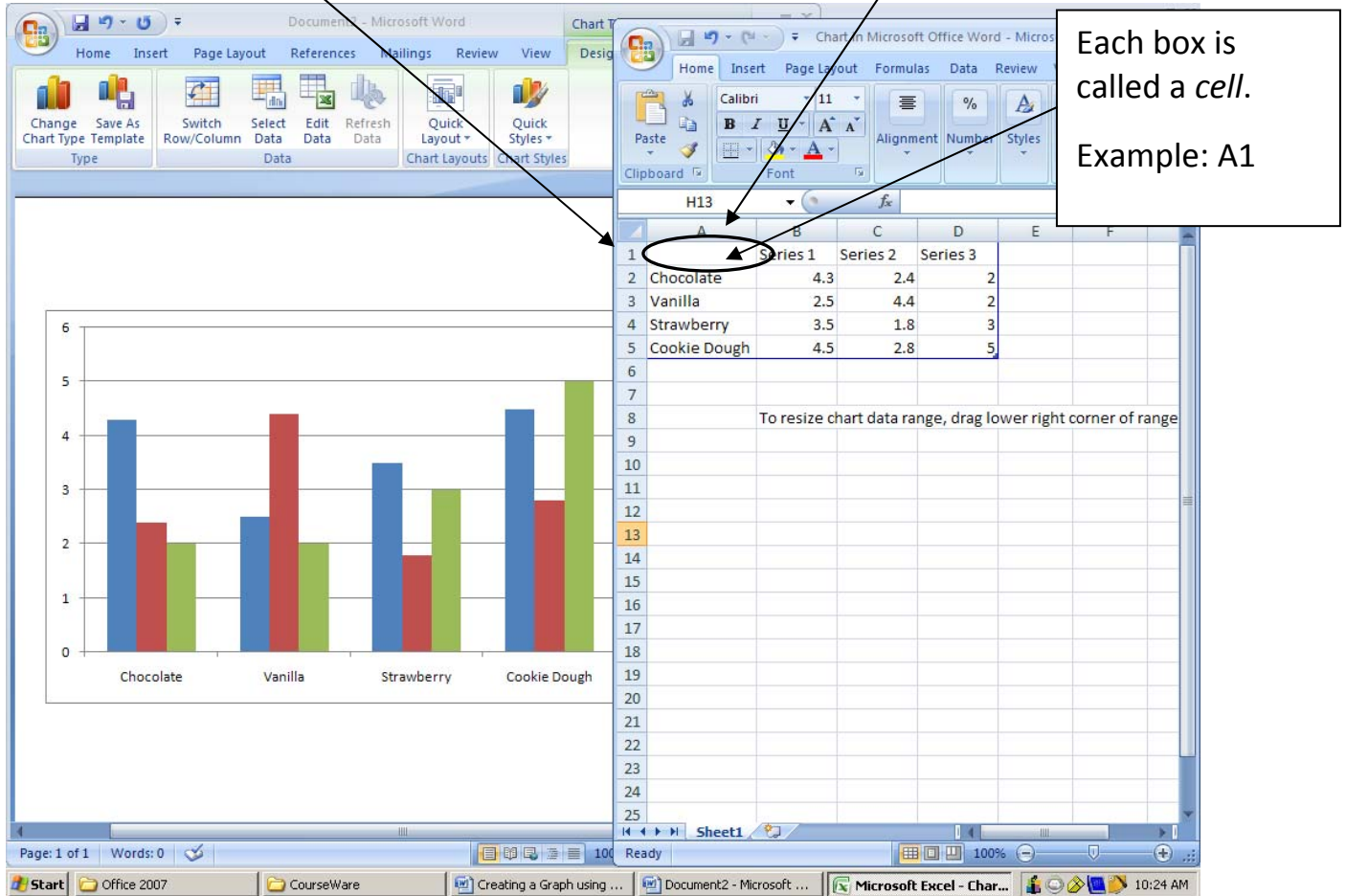
Origin

x-axis (horizontal line on a graph)

Categories or choices you are comparing

Excel

Excel contains *columns* (vertical) and *rows* (horizontal). The columns are named by letters and the rows are named by a number.



To change the category, key, or the amount, go to the Excel document and change the corresponding cell. As you change the Excel document, the chart will change.

Don't forget to add a title to your chart. Insert tab, Text Box, Draw Text Box. Type your title.