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Dig the Data Party Planner
Google Spreadsheet – Quest 4 Charts

Introduction

It can be helpful to have a visual of your data. The easiest way to visualize something quickly is to make a chart. This quest will show you how simple it is to make a chart using Google Sheets.

Making a Chart

Step 1 – What data will you choose?

To create a chart we have to first decide what to include. Let's start by including the headings #Invited and #Attending and the numbers (our data). Looking at our chart, we want to select cell B2 and all the data below (but not the totals), and C2 and all the data below that. In our example we will select B2 all the way to the last cell of data in column C which is C7 (shown in the white area).

	A	B	C
1	**Carolyn Birthday Party**		
2	**Name**	**# Invited**	**# Attending**
3	Family	5	5
4	Grandma and Grandpa	2	1
5	Uncle Gus Aunt Francis	4	2
6	9 Cousins + Friend each	18	18
7	Team + 2 Coaches	14	10
8	**TOTALS**	43	36

There are a couple of ways to "select" all these cells. 1. Click in B2 and holding your mouse, drag down to C7 and let up. 2. You can also click in B2, hold down the shift key, then click in cell C7 (you decide which works best)

Step 2 – Create the Chart

Select the chart icon on the tool bar if it is showing, or click on the More button to show it (you can also use the INSERT Menu and then CHART from that menu).

You will see your data in several different chart examples that are "recommended" by Google. Take a moment to look at each one and decide which one shows the comparison of numbers invited to attending that makes the most sense to you. Discuss the differences with others or as a class.

 Choose the type of chart that you feel will display the information the best, click on it, and click on the Insert button.

Make it smaller on your page by clicking and dragging in on one of the corners of the chart diagram. You can also move it next to, or underneath your data table.

To delete it, click on it to select it and hit your backspace or delete key. Then try a different type of chart following the same steps.

Step 3 – Name the Chart

Select your chart by clicking once on it, and then click on the dropdown arrow to CUSTOMIZE it and select Advanced Edit (you are now in the Customization section). Type a name for your chart in the Title box (Party Planning). Then change the size of the font for the Legend to 8. Click on the Update button when done.
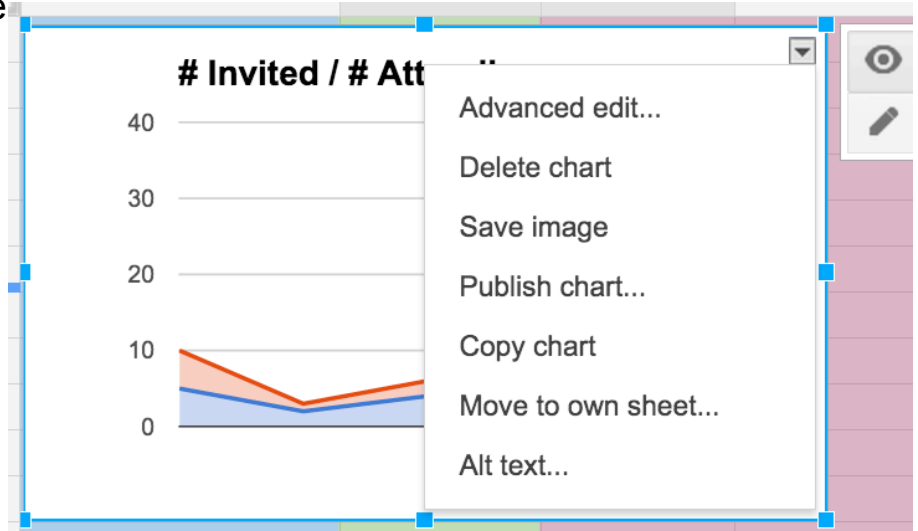
Step 4 - Check with your teacher to see if you should turn it in yet on continue to the last part of Party Planning.