21things4students
13. Dig the Data Quest 4 Party Planner Charts
Excel Spreadsheet

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 your Excel spreadsheet data.

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 – To Create the Chart
Select the **Insert Menu** on the tool bar. Then click on the icon for Recommended Charts?

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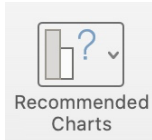
You will see your data in several different chart examples that are "recommended". Take a moment to look at each one and decide which one shows the comparison of numbers invited to attend the party that makes the most sense to you. Discuss the differences with others or as a class.

Select the **Clustered Column** for this example. Click once on it to insert it.


Clustered Column

Clustered Bar
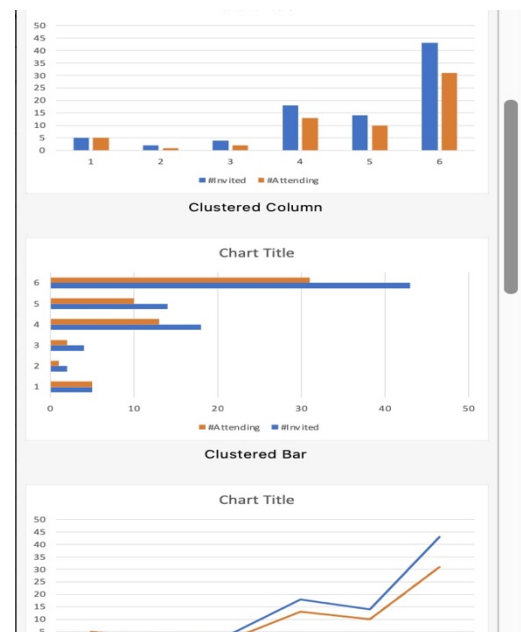
Make it smaller on your page by clicking and dragging in on one of the corners of the chart diagram. You can also move it next to, or underneath your data table.
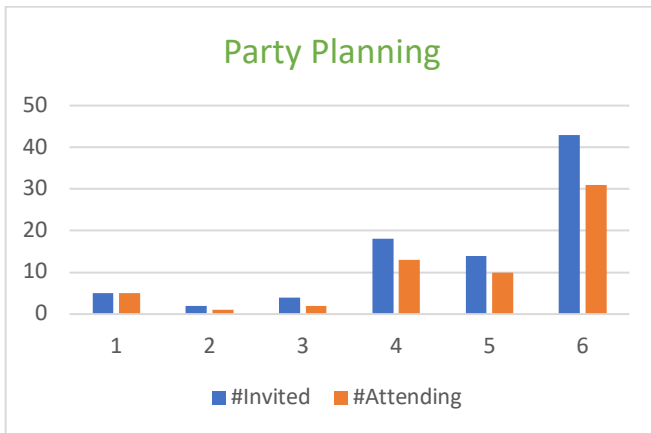
Step 3 – Name the Chart

Select the Chart Title by clicking once on it, and then type in a title such as Party Planning.
Change the color of the font by selecting it, go to the Home menu, and select the Text Color box to format it.
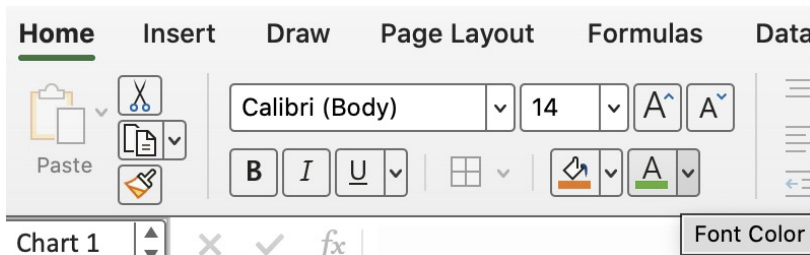
Change the size of the font and Bold it.

Step 4 - Check with your
teacher to see if you should turn it in yet or continue to the last part of Party Planning.