Creating a Column Chart

In this activity, you will create a column chart using spreadsheet data.

1. Start the spreadsheet program of your choice.

2. Create a new spreadsheet and name it **Heads Up-[*your first initial and last name*]** (for example, Heads Up-jsmith).

3. Select cells **A1** through **C1** and merge them.

4. Insert the text *Heads Up* into your merged cells, and make the text **bold**.

5. **Center-align** the text in your merged cells.

6. Change the fill color of your merged cells to **blue.**

7. Insert the text *Name* into cell **A2**, and make the text **bold**.

8. Change the format of cells **A2** through **A6** to **Plain Text.**

9. Insert the text *Heads* into cell **B2**, and make the text **bold**.

10. Change the format of cells **B2** through **B6** to **Number.**

11. Insert the text *Tails* into cell **C2**, and make the text **bold**.

12. Change the format of cells **C2** through **C6** to **Number.**

13. **Center-align** the text in cells **A2** through **C2**.

14. Form a group with three of your classmates.

15. Each group member will flip a coin 10 times and record the number times they land on heads and the number of times they land on tails.

16. Enter the results into your spreadsheet for all four group members.

17. Remove any decimal places from your spreadsheet.

18. Select cells **A1** through **C6**.

19. Click the **Borders** ⊞ ▾ tool located on the toolbar**.**

20. Click **All borders** ⊞ .

21. Select cells **A2** through **C6**.

22. Click the **Insert chart** 📊 tool located on the toolbar or click **Recommended Charts** on the **Insert** tab.

23. Click the **Chart Types** or **All Charts** tab.

24. Click **Column** and then click **Column chart** or **Clustered Column**.

25. Click **Insert** or **OK**.

26. Move the chart so that the spreadsheet data is visible.

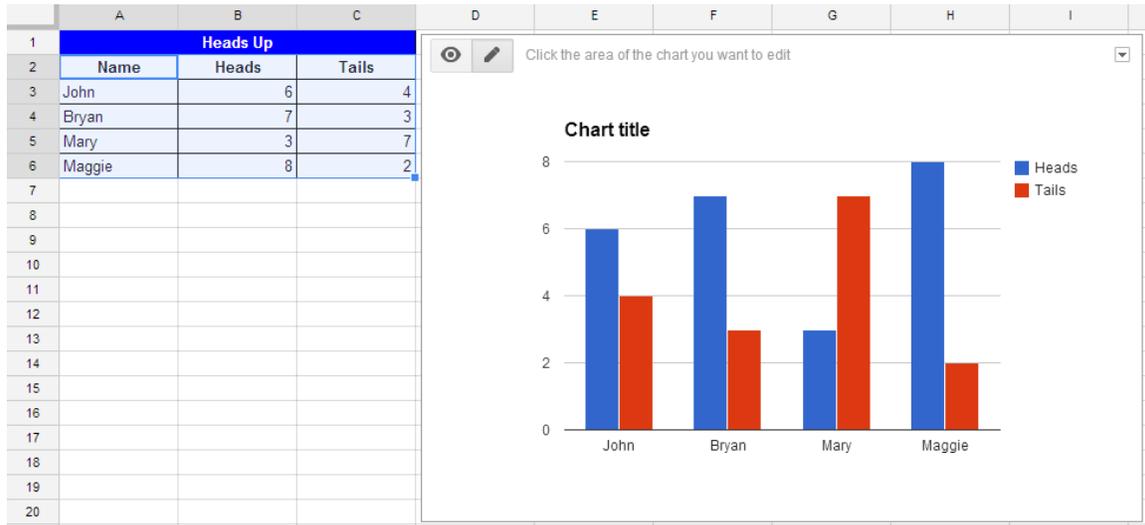Your completed spreadsheet and chart should look similar to Figure A2-2.

Figure A2-2: Completed column chart

27. Close your spreadsheet.