



Creating Data Charts




In this activity, you will create a table of data and a chart.

1. Start the spreadsheet program of your choice.
2. Create a new spreadsheet and name it **Time Sheet-[your first initial and last name]** (for example, Time Sheet-jsmith).
3. Enter **Monday** into cell **A1**. Use the Autofill handle to fill in cells **A2** through **A7** with the days of the week (Tuesday, Wednesday, etc.).
4. Enter **Total** into cell A8.
5. Format cells **A1** through **A8** as **Bold**.
6. Enter the following values into cells **B1** through **B8** respectively: **4, 3, 5, 8, 4, 2, 4, 30**. Your completed spreadsheet should look similar to Figure A2-3.

	A	B	C
1	Monday	4	
2	Tuesday	3	
3	Wednesday	5	
4	Thursday	8	
5	Friday	4	
6	Saturday	2	
7	Sunday	4	
8	Total	30	
9			

Figure A2-3: Data table for chart.

7. Select cells **A1** through **B7**.
8. Click the **Insert chart**  tool located on the toolbar or click **Recommended Charts** on the **Insert** tab.
9. Click the **Chart Types** or **All Charts** tab.
10. Click **Line** and then click the **Line chart** image.
11. Click **Insert** or **OK** to insert the chart into the spreadsheet.
12. Do one of the following:
 - Google Sheets: Click the drop-down arrow in the corner of the chart and select **Move to own sheet**.
 - Microsoft Excel: Click the **Move Chart** button on the **Design** tab under **Chart Tools** then select **New sheet** and click **OK**.

Your completed spreadsheet should look similar to Figure A2-4.

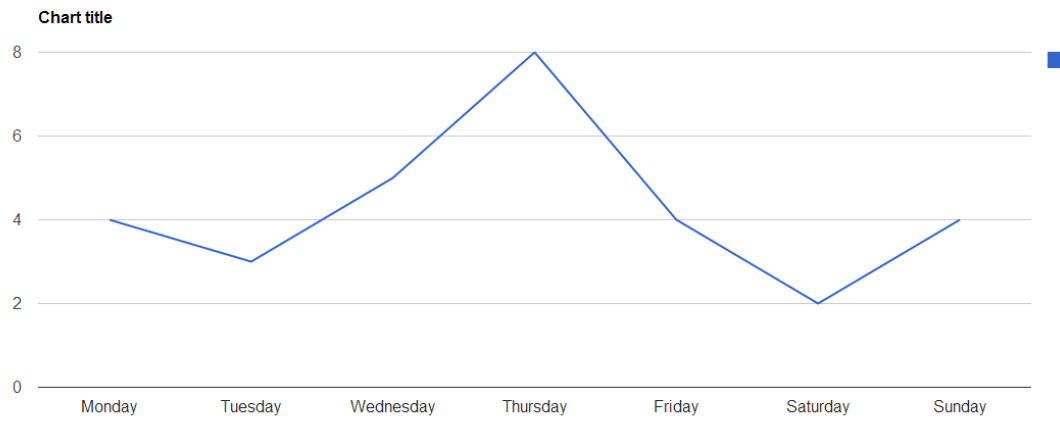


Figure A2-4: Completed line chart

13. Close your spreadsheet.