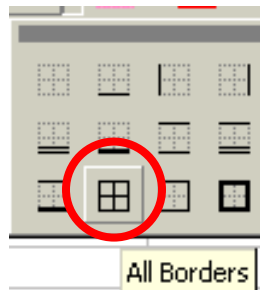


Excel II Charts and Graphs

Creating Charts from Excel to Word

1. Open Excel and then open terranova.xls
2. Change all font size to 12 points
3. Align column size by double-clicking between column headers
4. Add row for chart title (right-click row below insertion point, choose insert)
5. Center and align title
6. Add row for grade level titles
7. Bold titles
8. Highlight grids for Grade 5 and fill with yellow, fill Grades 4-3 also
9. Add borders to Grade level grids

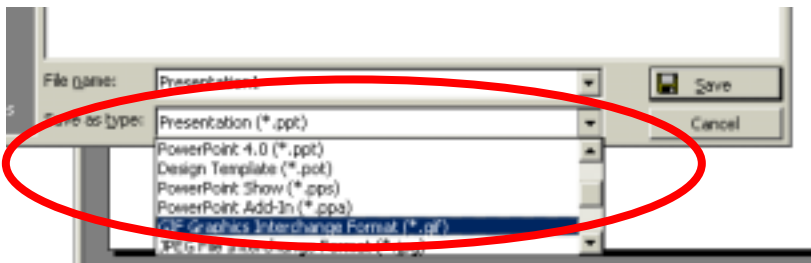


10. Highlight all grids and choose the last border option, Thick Box Border.
11. Highlight spreadsheet grids that contain information for chart.
12. Click Edit...Copy (CTL + C)
13. Open Word
14. Click Edit...Paste (CTL + V)

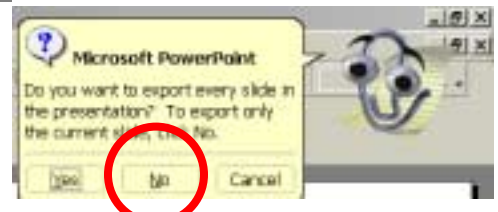
The chart will be pasted into Word. Use the same method to create charts for PowerPoint. However, if a chart is to be moved into a non-Microsoft program, such as an email, it must be transferred to an image file first.

Creating an Image file from a Excel

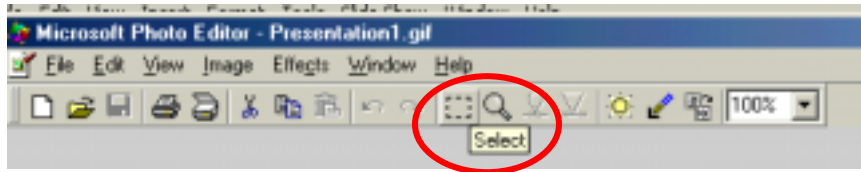
1. Highlight spreadsheet grids that contain information for chart.
2. Click Edit..Copy (CTL + C)
3. Open PowerPoint
4. Click Edit Paste (CTL + V)
5. Click File...Save As...Change the document type to GIF



6. When asked if you want to export every slide, click NO.



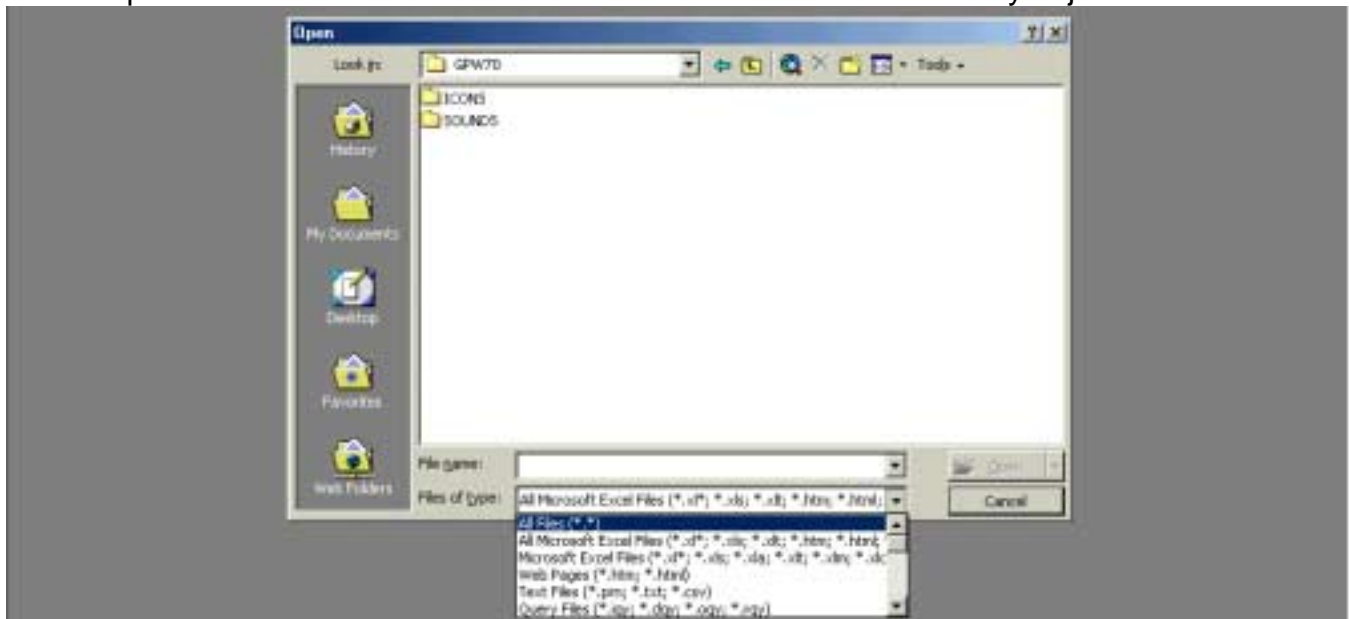
7. Open Microsoft Photo Editor
8. Locate the GIF file
9. Use the select tool to cut out the are that contains the chart



10. Click and drag the tool around the chart area.
11. Click Edit...cut
12. Click Copy...Paste as new image. You are now ready to save the chart as a .gif or .jpg file. It can then be inserted into any program that accepts a .gif or .jpg image.

Creating Graphs from Gradebook Plus

1. Open Gradebook Plus
2. Open Math 5th Period
3. Click File...Back Up As A Text File
4. For the file name type, Math.txt
5. Click OK...In the next dialog box, click Gradebook Plus Format and click OK again.
6. Close Gradebook and open Excel
7. Open C:...GPW70...Choose all files in order to view the .txt file you just created



8. Select Math.txt
9. On the Text Import Wizard, choose Next for choices 1-3 and then select Finish.
10. Your grades will be imported into Excel.
11. Highlight the Student's names and grades for the graph (omit the average) and click the Chart Wizard button

Microsoft Excel - MATH1.XLT

File Edit View Insert Format Tools Data Window Help

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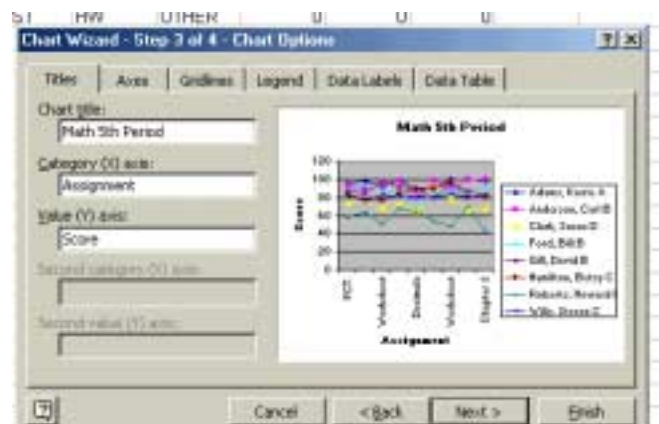
Adams, Karie

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Math 5th Period														
2															
3	NAME	ID NUM	GRADE	PCT.	Chapter 1 Worksheet	Fraction P	Decimals	Chapter 2 Worksheet	Decimal P	Chapter 3 Test					
4	Adams, Karie	A	95.9	99	93	93	96	89	88	100	100	99			
5	Anderson, Carl	B	93.4	88	94	98	79	99	89	100	100	100			
6	Clark, Susan	D	73.4	78	68	74	63	92	78	66	68				
7	Ford, Bill	B	86.1	94	88	85	73	82	90	84	90				
8	Gil, David	B	88.6	84	99	91	90	79	96	87	83				
9	Harrison, Betsy	C	83.6	76	76	84	86	90	97	79	79				
10	Roberts, Howard	F	57.4	63	50	68	64	53	48	70	43				
11	Wills, Steven	C	80.6	77	83	79	81	79	84	80	82				
12	AVERAGE			82.4	82.4	81.4	84.6	78.4	82.9	86.3	83.3	80.9			
13	POSSIBLE				100	100	100	100	100	100	100	100			
14	GRADING	5	94.5	84.5	74.5	59.5	A	B	C	D	F				
15	WEIGHTIN	3	80	20	20	TEST	HW	OTHER	0	0	0				
16															



Choose the **Line** chart type.

12. In the Chart Wizard insert a title, use Assignment for the Category X axis and Score for the Y axis.
13. Under Gridlines, choose Major Gridlines.
14. Under Legend, choose Bottom
15. Select finish and decide if you want the chart inserted in the math spreadsheet or if you want it to become a new sheet.



Use the same process to experiment with different types of charts.