

# Creating Data Tables and Charts for the Best Place in the World

1. Open a new Excel Document
2. Start in cell 4B, type in the title of your **data table** - example: Average Monthly Temperature vs. Location
3. In cell 5B, type in title of the data – example: Average Monthly Temperature
4. In cell 6A, type in Location.

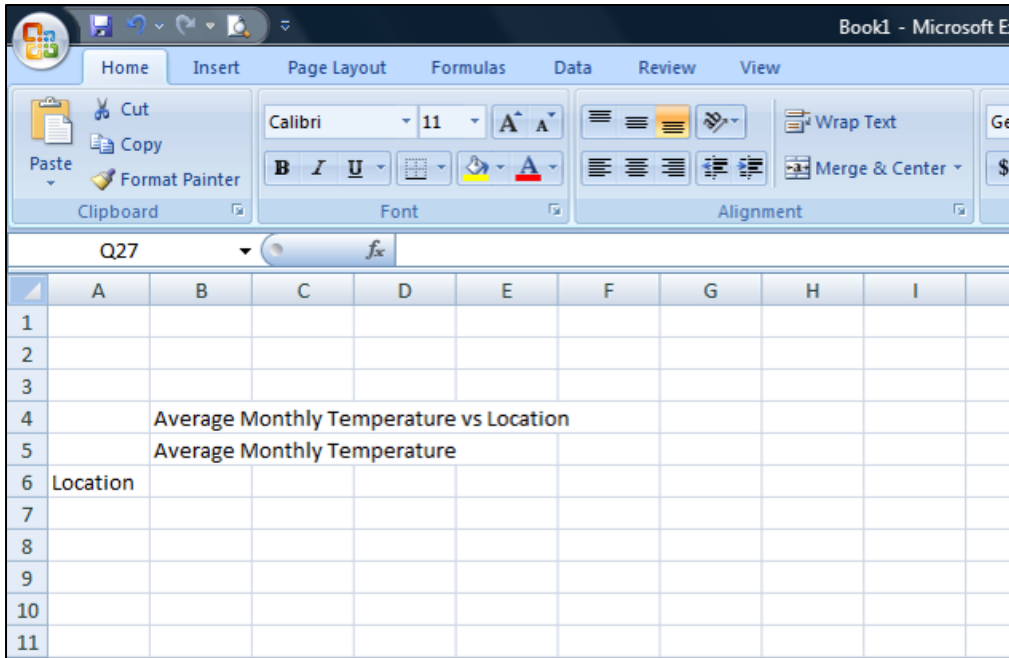


Figure 1

5. In cell 6B, type in Jan, move to cell 6C, type in Feb. To fill in all the months, grab the lower right corner of the Feb cell and drag across. All the cells in the row will be filled with the next consecutive month. Stop at Dec.

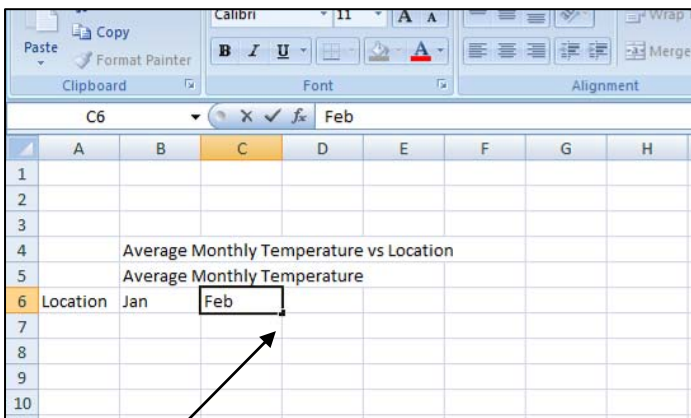


Figure 2

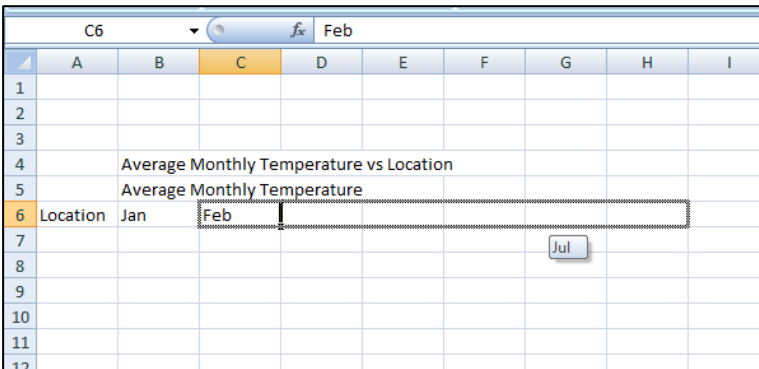


Figure 3

6. Under Location, type in your cities.

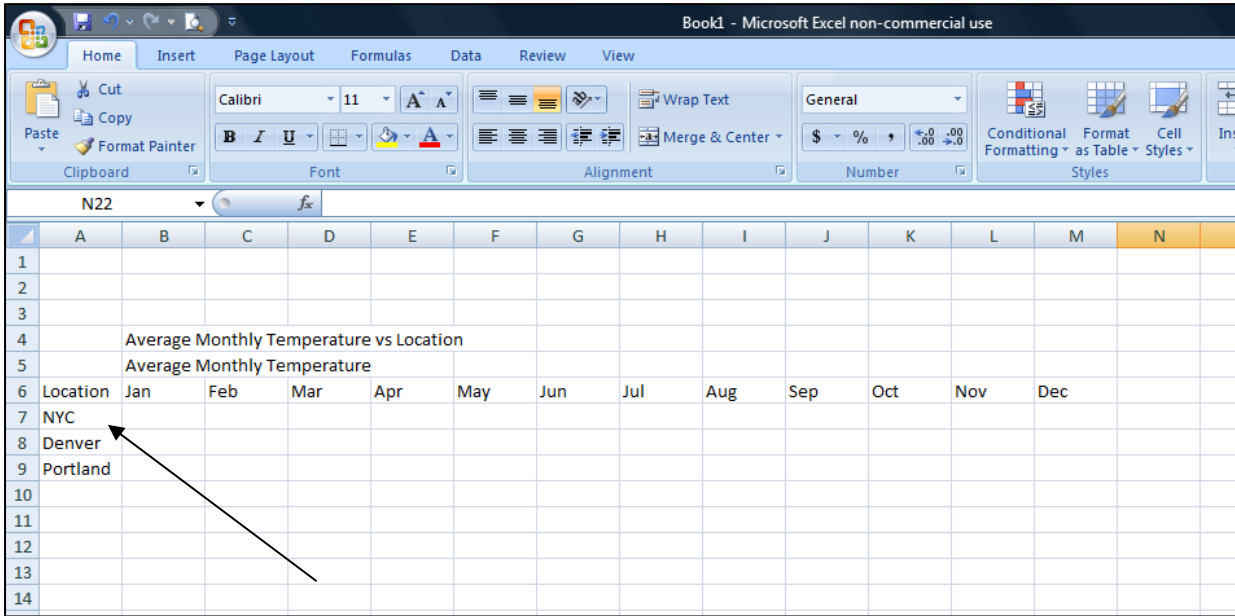


Figure 4

7. Your Data Table must fit on one page. As it is now, it will spill out onto a second page. You can see this when you do a Print Preview.

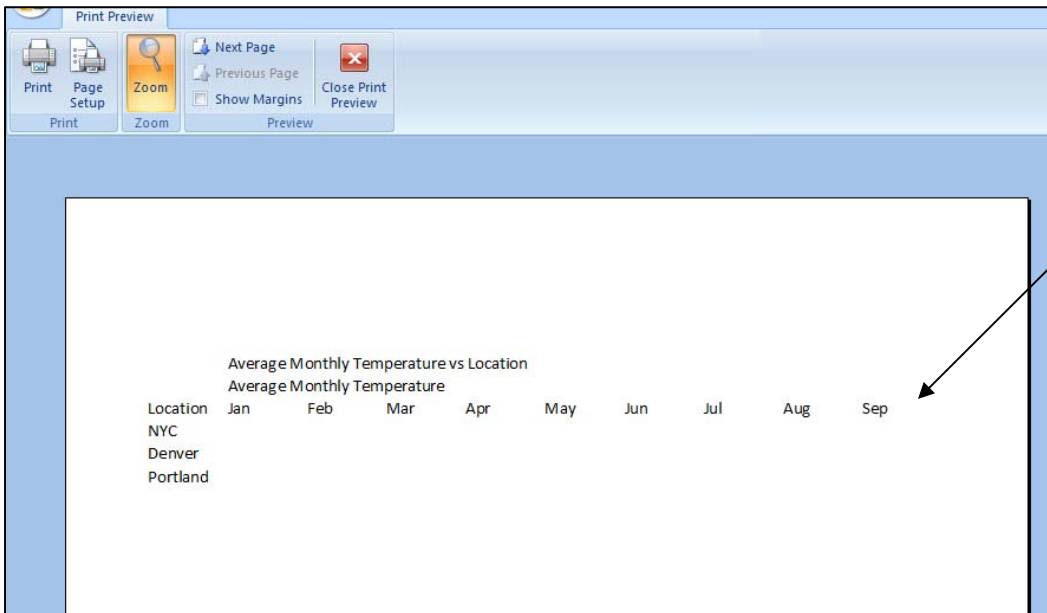


Figure 5

8. To make it fit on one page, you will narrow each column. Place your cursor in-between two letters (the cursor will become a black cross) and double click. The column will resize to fit the amount of the text in the cell. (Note the dotted line running down on the right side of your data table – this shows you the edge of the first page. You have to do a Print Preview for the dotted line to appear).

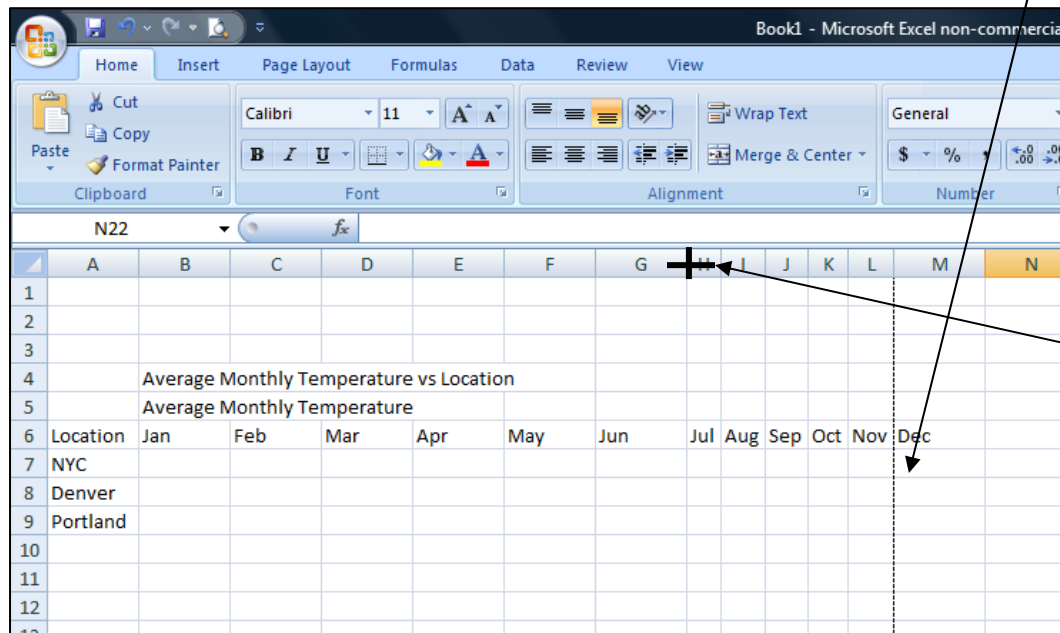


Figure 6

9. Rows 4 and 5 will need a special procedure!!! The information you typed in Cells 4B and 5B makes this column too large when you double click on the line between B & C.

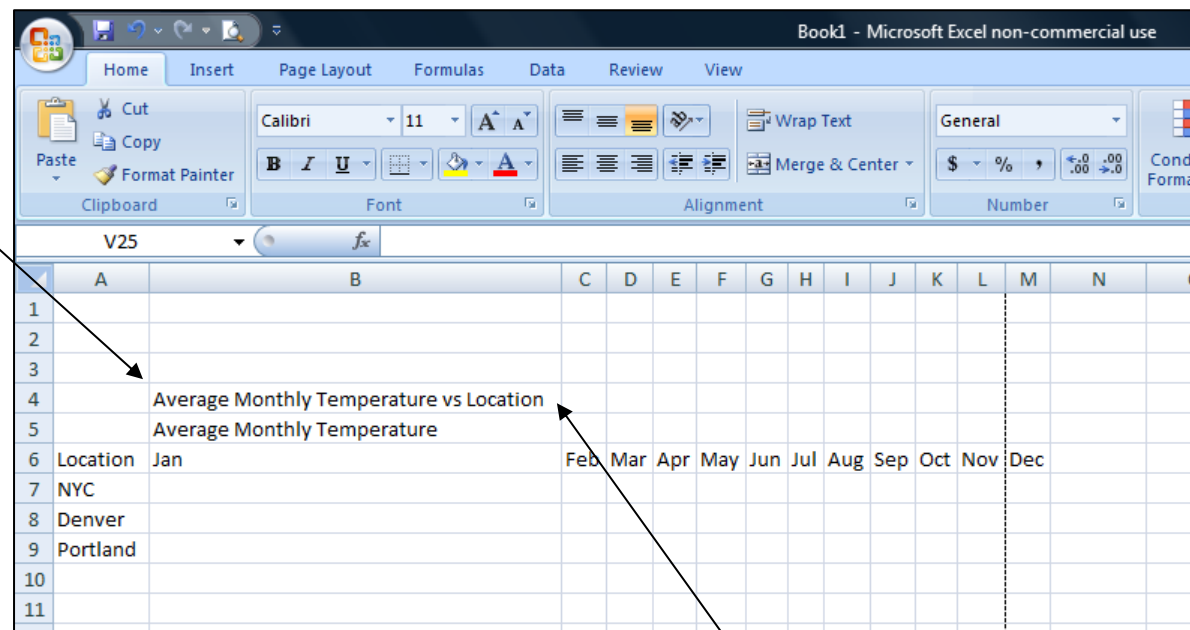


Figure 7

10. Rows 4 and 5 need to be **Merged and Centered**. Highlight row 4 from **Cell A to Cell M**. Click on the Merge & Center button. This will make one long, individual cell and the words will be centered.

Do this same procedure for Row 5. Remember, only highlight from **Cell A to Cell M**.

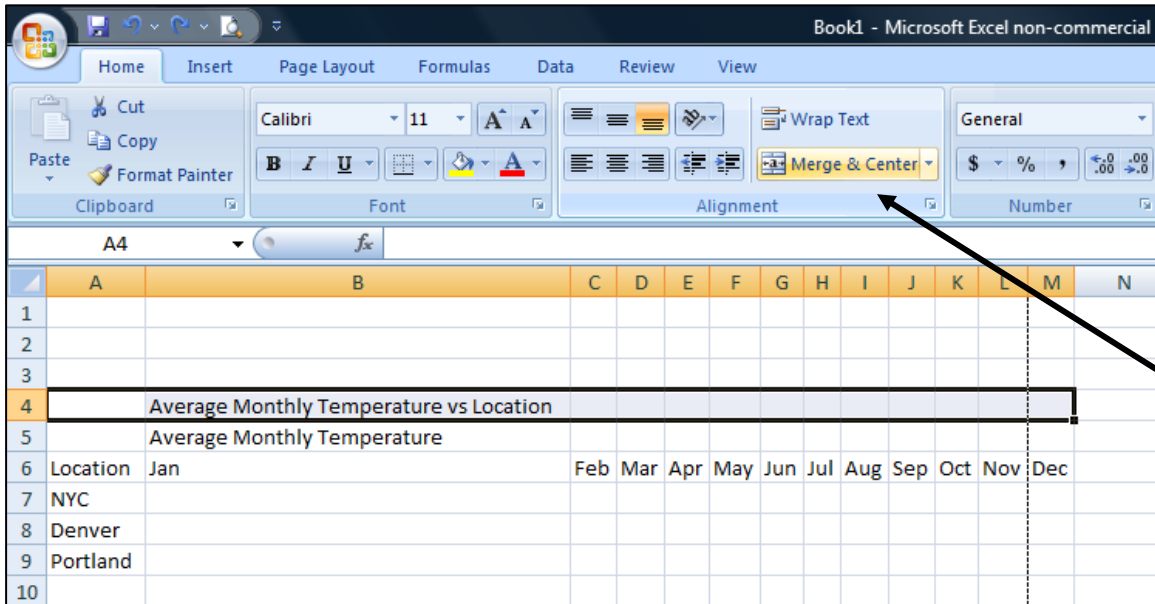


Figure 8

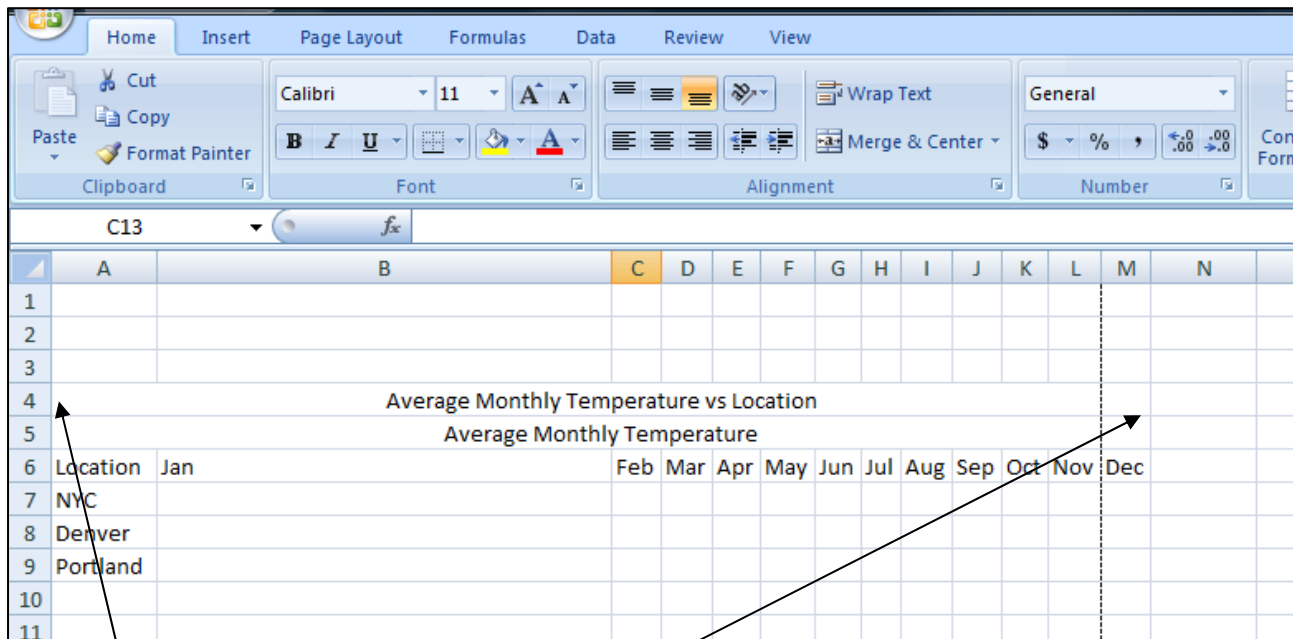


Figure 9

From A to M is one long cell.

11. Now Double click on the line between B & C and it will close up the B column.

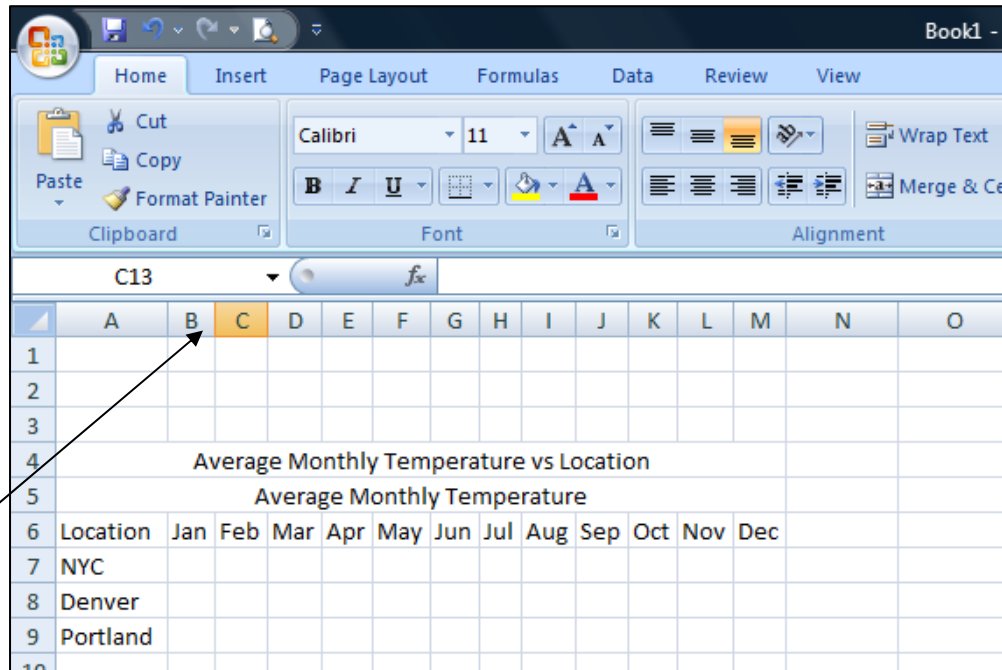


Figure 10

12. **Borders** – place a border around the data table to give it a clean and crisp look!

Highlight the entire table. Click on the lower corner of the General button. This will open a new task window.

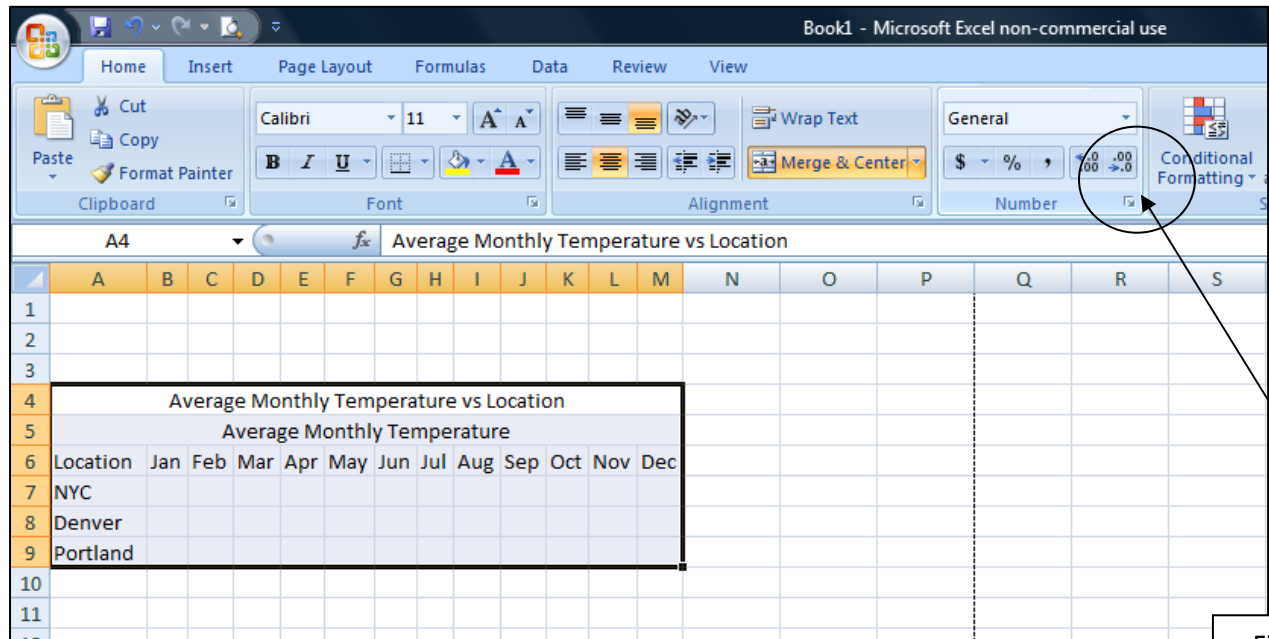


Figure 11

13. Click on the Borders tab. Click on Outside and Inside. Click O.K.

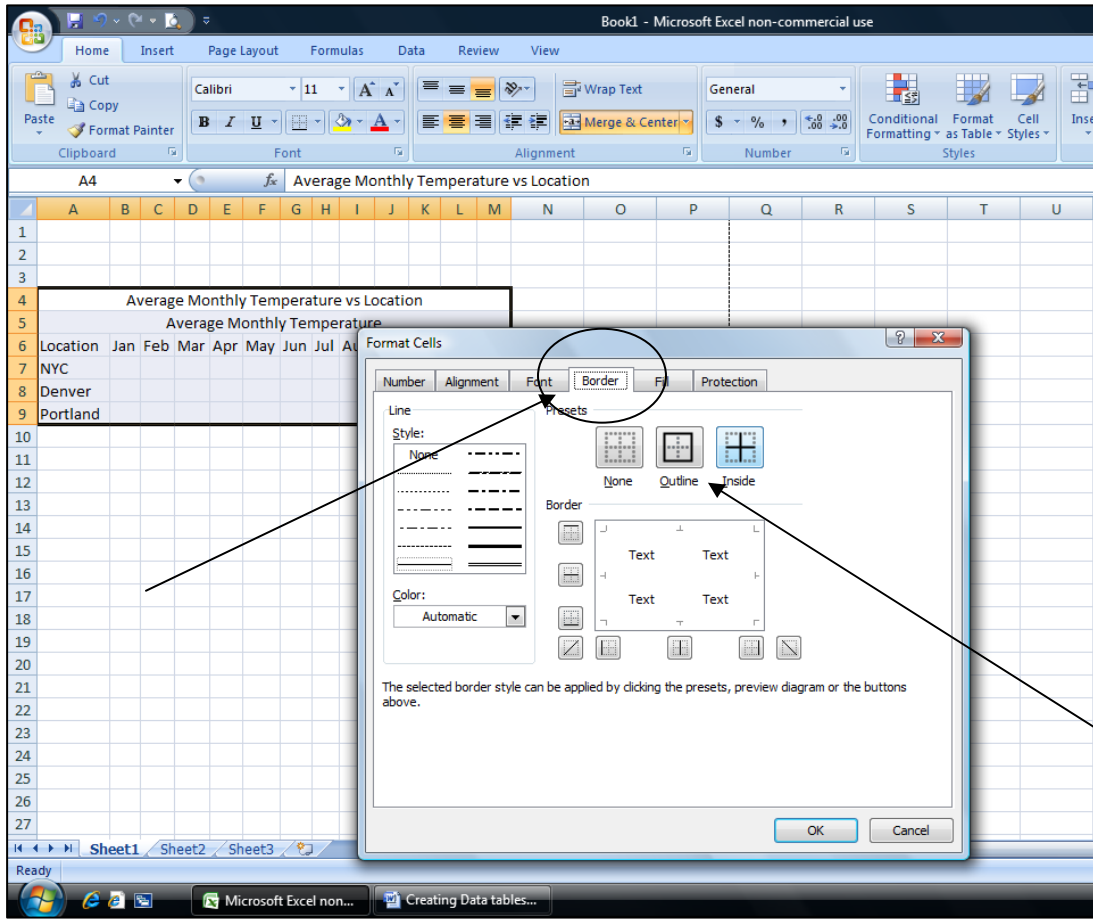


Figure 12

14. Now copy and paste this table twice.

Be sure to change your weather condition information in the second and third tables.

Now enter your data.

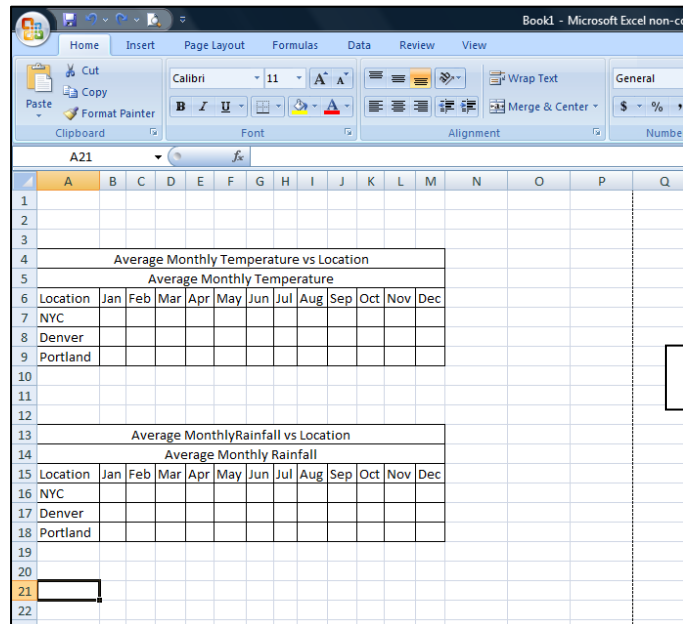


Figure 13

## 15. Making a Chart.

Highlight just the information from Location the end of your data. DO NOT highlight the Titles.

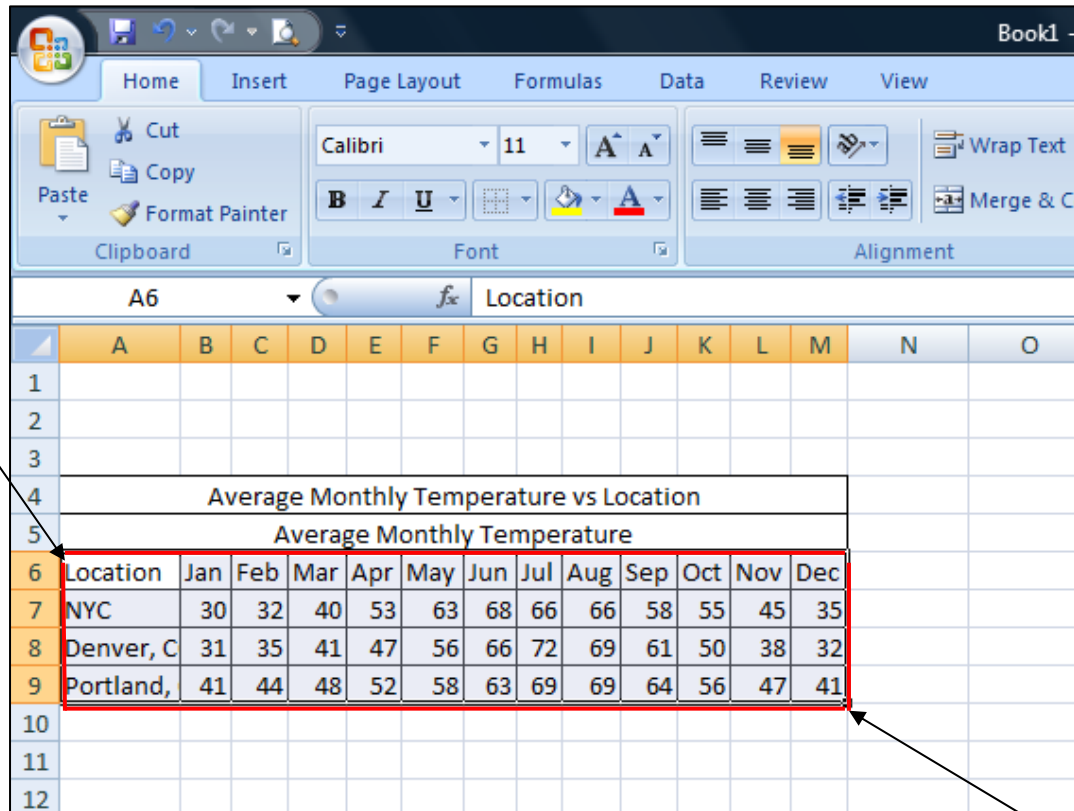


Figure 14

16. Click the **Insert** tab, in the **Charts** section choose the **2-D Column** style.

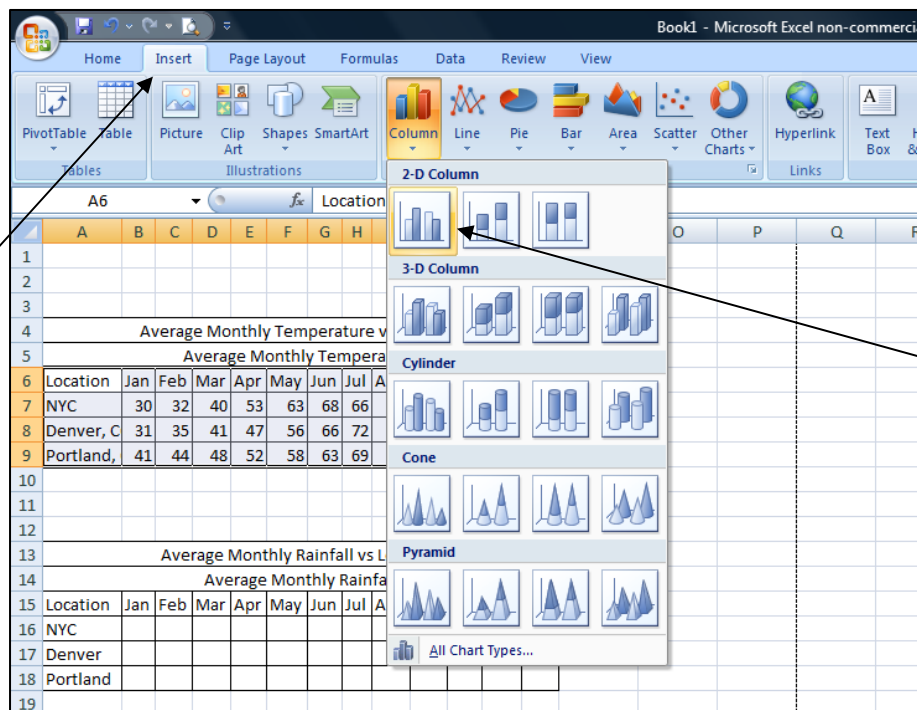


Figure 15

17. As nice as this chart is, it needs to have labels. In the Chart Layout section, click the lower right hand corner to see the selection of layouts.

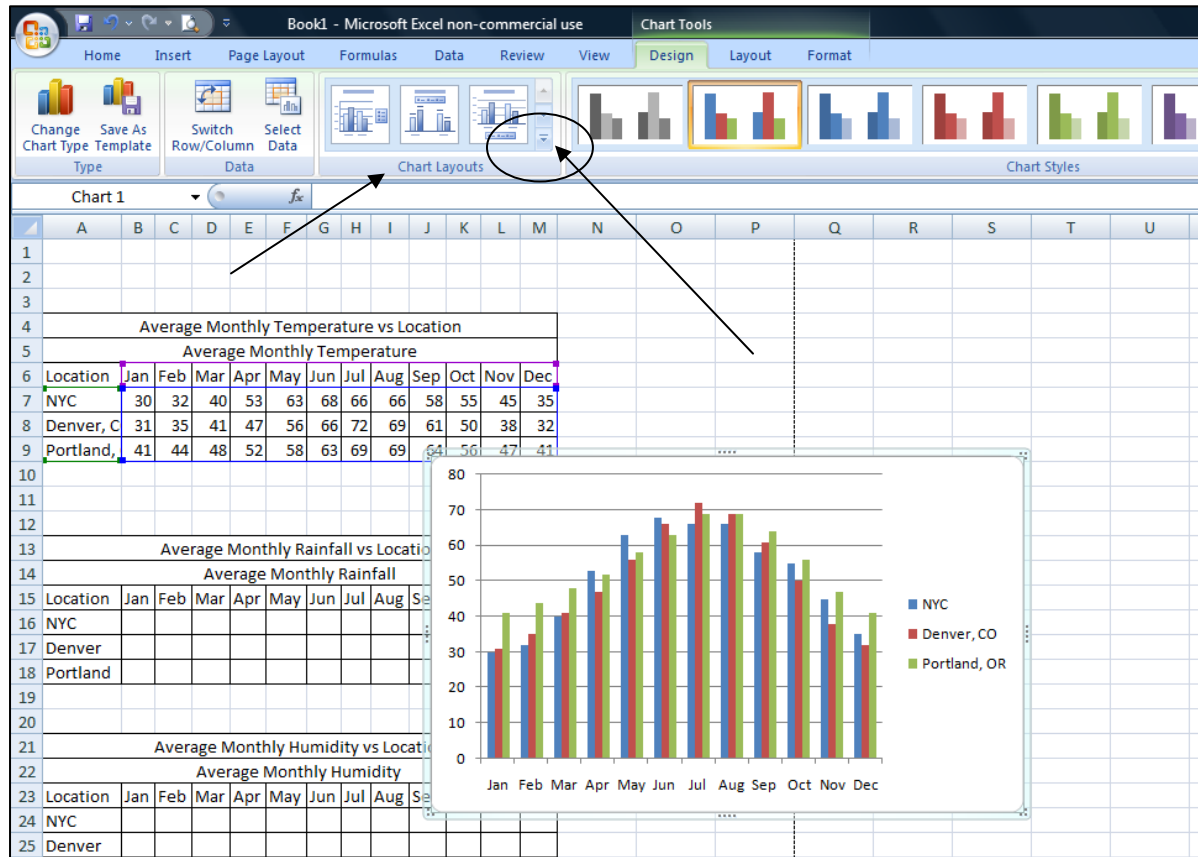


Figure 16

18. Choose Layout 9.

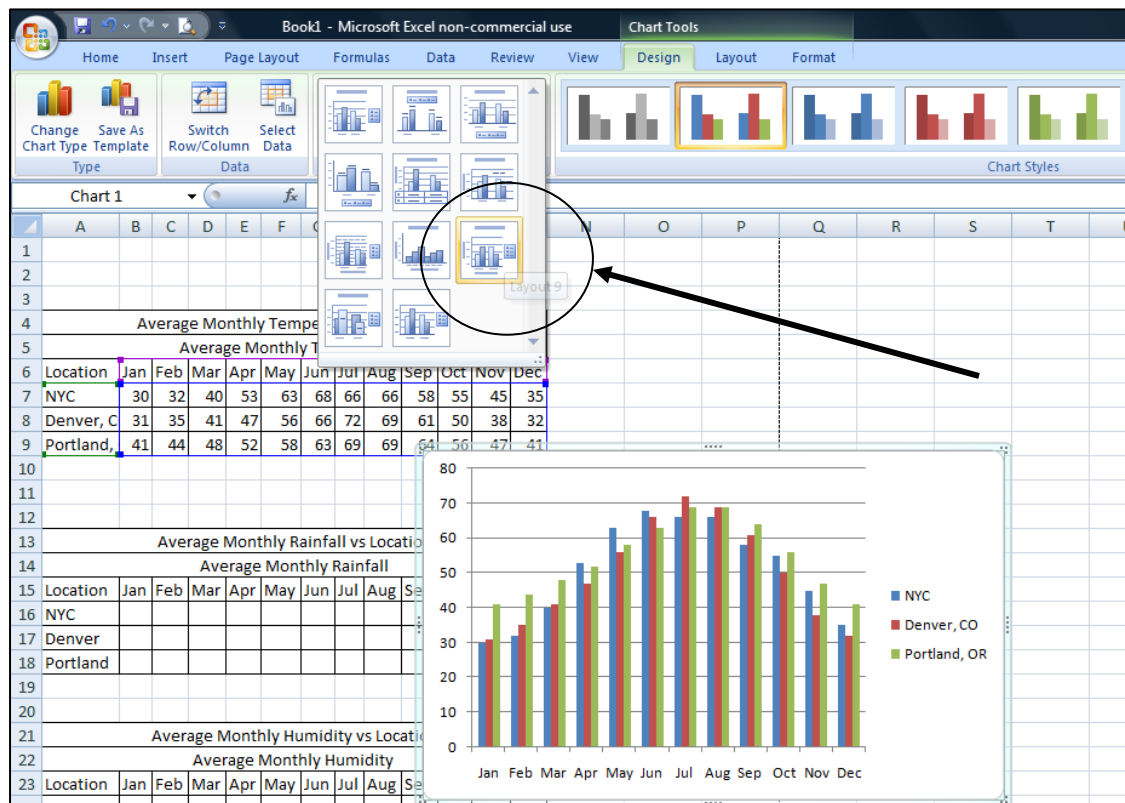


Figure 17

19. Choose Layout #9. This layout allows you to label the chart. Click in each box and it will become a text box. Type in the Chart Title (remember, this describes what the whole chart is showing), then on the side and bottom, label each piece of information.

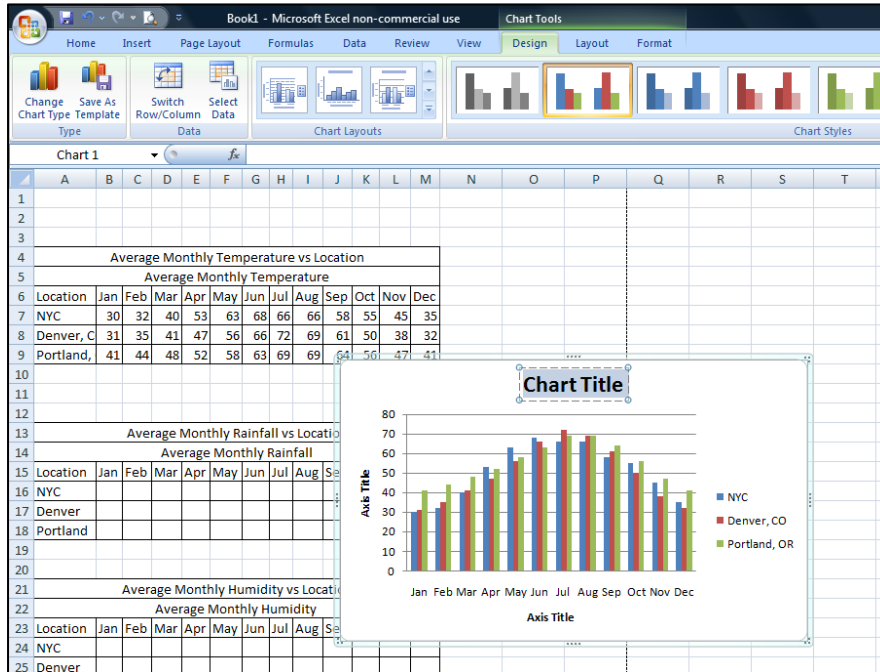


Figure 18

20. You can change the size of the fonts if you want. Be sure to label everything correctly.

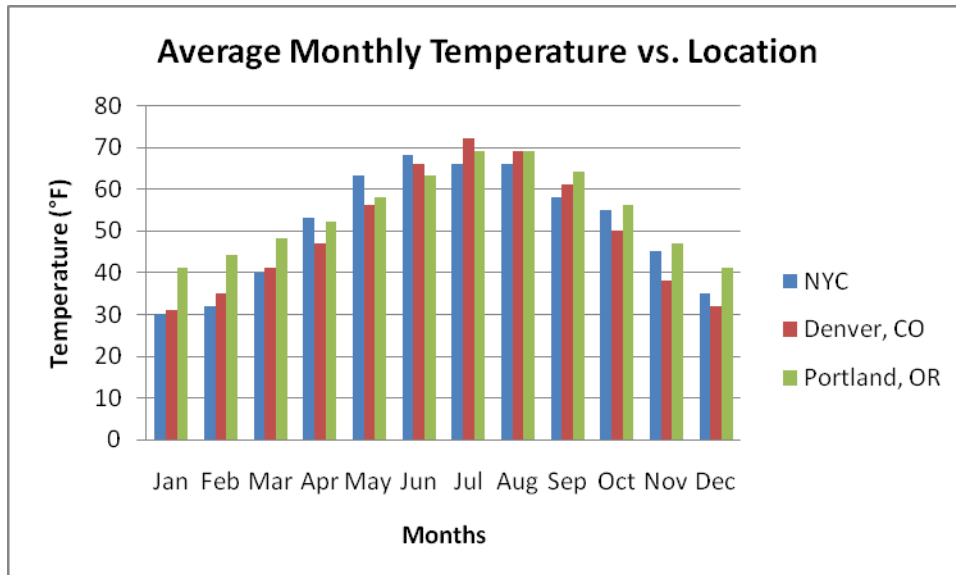


Figure 19

**21. Last Step!** Be sure to position the charts so they are on a second page. **Remember that dotted line mentioned in Figure 6?** This is line will be your guide for placing the charts. Click on the chart, grab it by the edge and move it to the right of the dotted line. Click away from the chart. Check your Print Preview to see where it is positioned.

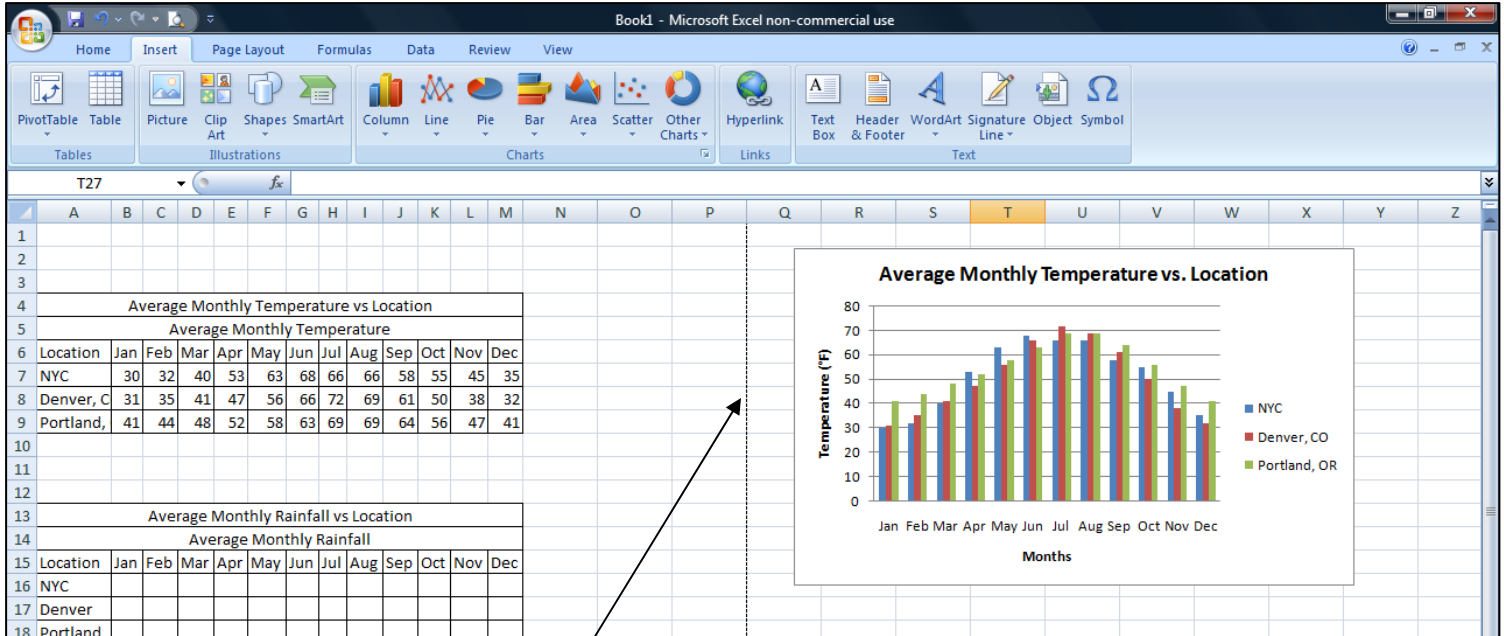


Figure 20

If required, make charts from the other data tables and position them under the first chart.