

CREATING GRAPHICS (CHARTS AND STANDARD GRAPHS)

USING SPREADSHEETS

Most computers include software bundles which are equipped with a spreadsheet program. Spreadsheet programs provide help in designing graphs and charts.

CREATING A TWO-VARIABLE CHART/GRAPH

You are able to create Bar, Column, Line, Area, Surface, Bubble, and Radar representations with two variables.

STEP ONE - OPEN THE SPREADSHEET

EX: SAMPLE SPREADSHEET

	A	B	C
1			
2			
3			

STEP TWO - INSERT VARIABLES

Note: In order to create a distinction between variables, you must leave a space between them. For two variables, you must leave cell A-1 empty.

EX: VARIABLES INPUTED

	A	B	C	D
1		2010	2011	2012
2	Dogs	6	8	12
3	Cats	7	5	15

STEP THREE - INSERT NUMERICAL INFORMATION UNDER/ALONGSIDE THE CORRESPONDING VARIABLE

EX: VARIABLES AND NUMERICAL INFORMATION INPUTED

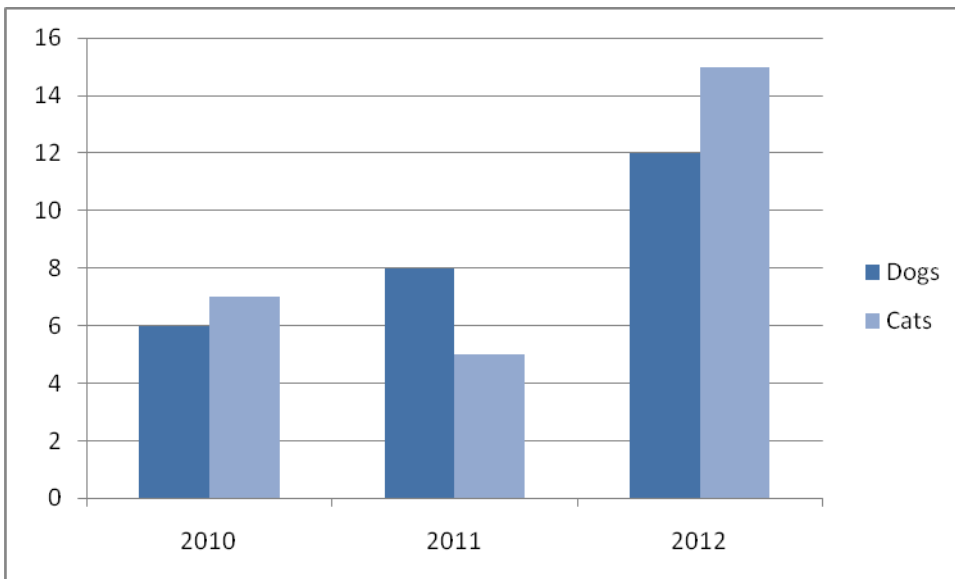
	A	B	C	D
1		2010	2011	2012
2	Dogs	6	8	12
3	Cats	7	5	15

STEP FOUR - SELECT THE GRAPHING FUNCTION

STEP FIVE - SELECT THE GRAPH/CHART TYPE (THE REPRESENTATION)

NOTE: Most Spreadsheet software will allow you to create Bar, Column, Line, Area, Surface, Bubble, and Radar representations with two variables. Moreover, some spreadsheet software will also allow you to create XY scatter-plot graphs which can be useful for delineating unstable numerical information which might not appear orderly as in linear representations.

EX: COLUMN CHART REPRESENTATION



CREATING A ONE-VARIABLE CHART/GRAPH

Most one-variable charts/graphs are limited to

STEP ONE - OPEN THE SPREADSHEET

EX: SAMPLE SPREADSHEET

	A	B	C
1			
2			
3			

STEP TWO - INSERT VARIABLES

Note: In order to create a distinction between variables, you must leave a space between them. For two variables, you must leave cell A-1 empty.

EX: VARIABLES INPUTED

	A	B	C	D
1		Pears	Oranges	Apples
2				
3				

STEP THREE - INSERT NUMERICAL INFORMATION UNDER THE CORRESPONDING VARIABLE

EX: VARIABLE AND NUMERICAL INFORMATION INPUTED

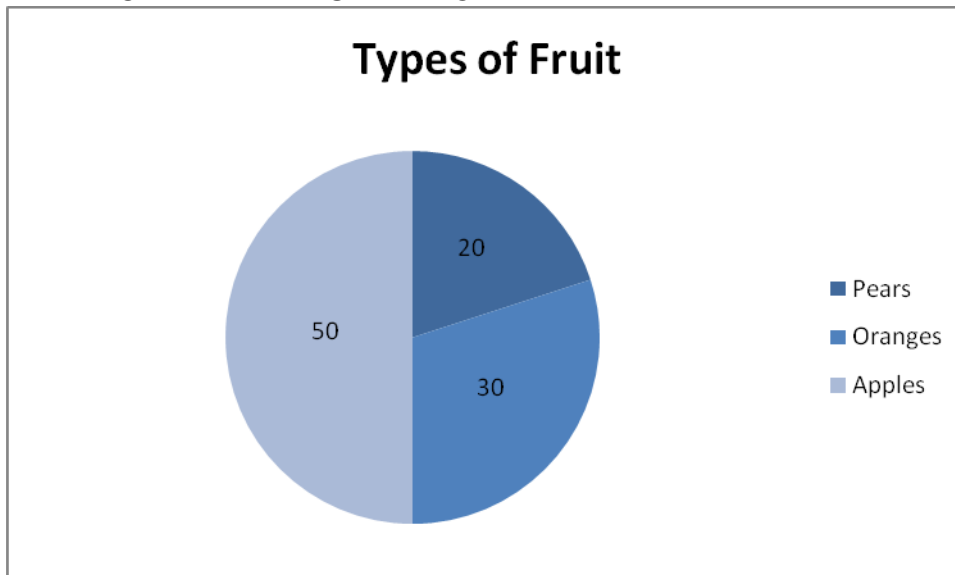
	A	B	C	D
1		Pears	Oranges	Apples
2	Types of Fruit	20	30	50
3				

Note: In most Spreadsheet programs, cell A2 will typically represent the title for a one-variable chart.

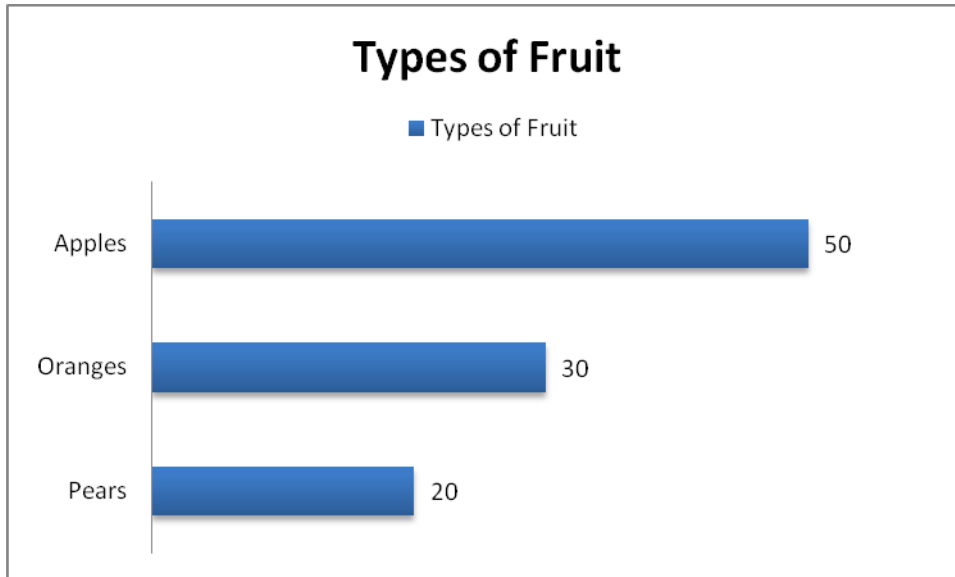
STEP FOUR - SELECT THE GRAPHING FUNCTION

STEP FIVE - SELECT THE GRAPH/CHART TYPE (THE REPRESENTATION)

EX: PIE CHART REPRESENTATION



EX: BAR CHART REPRESENTATION



USING PAINT OR DRAWING APPLICATIONS

Painting, sketching, or drawing charts and graphs is possible. In fact, it may even be useful in some cases.

A few things to remember: Make sure to be consistent with borders, colors, and in naming your variables. Like the example above, you may want to delineate or name your variables (or use a key/legend for the variables).