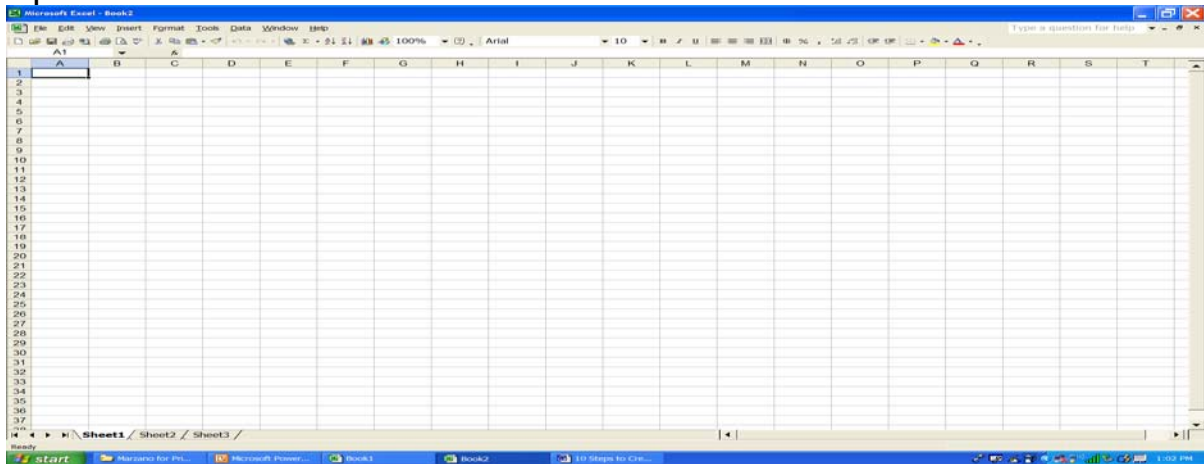




RIMS CTAP
<http://ctap10.org>

Ten Steps to Create an Excel Graph[®]

Open Excel[®]



1. Go to **VIEW** menu and choose **Toolbars**. Make sure the **Standard** and **Formatting** Toolbars are selected.
2. Click on Cell A1 and type in *How Do We Get to School*.
3. Highlight the whole first row of cells from A1-T1 and click on the **Merge and Center** button.

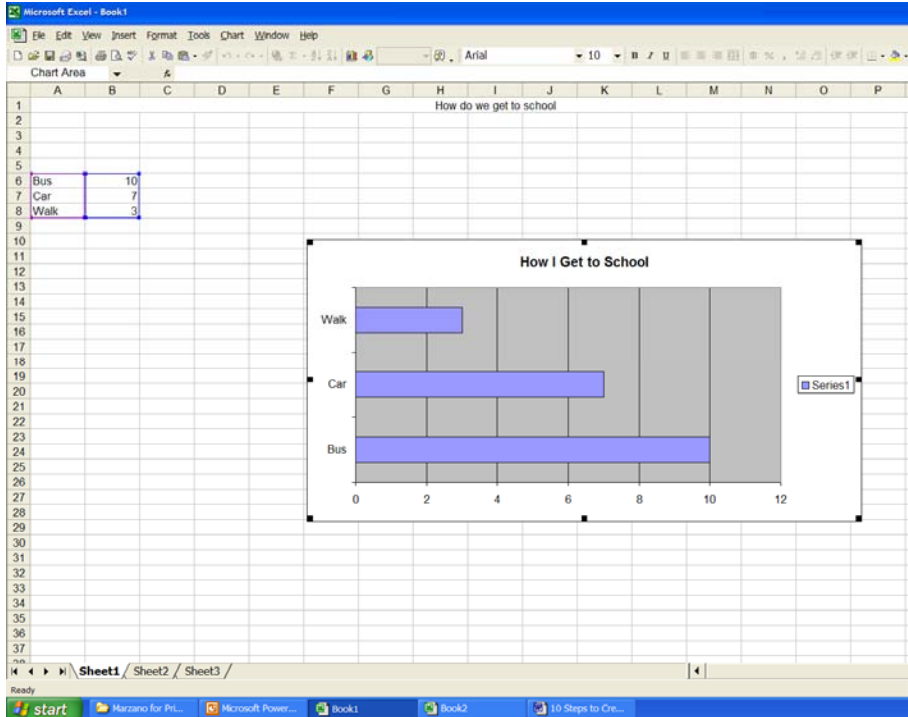


4. In cell A6 type in *bus*.
5. In cell A7 type in *car*.
6. In cell A8 type in *walk*.
7. Type in numbers in cells B6, B7 and B8.
8. Highlight cells A6, B6, A7, B7, A8, B8 and choose the **Chart** button.



9. Choose **Bar** graph and **Next**. Skip the next screen, then type in the title *How I Get to School* for **Chart title**.

10. Click Finish.



Bonus: Right Click on the chart. Choose **Chart Type**. Select a different way to show your data.