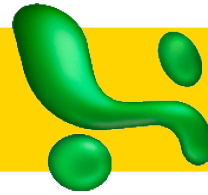


Graphing Data Using Microsoft Excel




You will now input your group's data from the ICC field trip and create graphs using Microsoft Excel. By the end of today, you will need to print six graphs:

- One bar graph for each category of debris collected during the field trip (total of 5 bar graphs):
 - ✓ Shoreline/Recreational
 - ✓ Ocean/Water Activities
 - ✓ Smoking Related Activities
 - ✓ Dumping Activities
 - ✓ Medical/Hygiene
- One pie chart to compare all five categories of debris recorded during the field trip.

Use the directions below to create your graphs and be prepared to discuss tomorrow.

DATA ENTRY

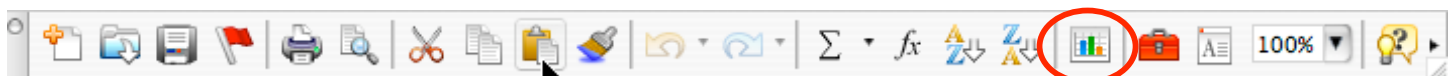
1. Open the attachment entitled "ICC Data Collection" sent to your KS email.
2. Open Microsoft Excel by clicking the green icon once in the dock. 
3. Use MS Excel to enter the tallies for the debris collected on the field trip.
4. Under the data listed for all five categories, you should also see the totals for each of the five categories. This is the data you will use to create your pie chart.

GRAPHING DATA

1. Begin by highlighting the data you wish to graph. Click and hold down the mouse/trackpad and highlight the data you need to include in the graph.

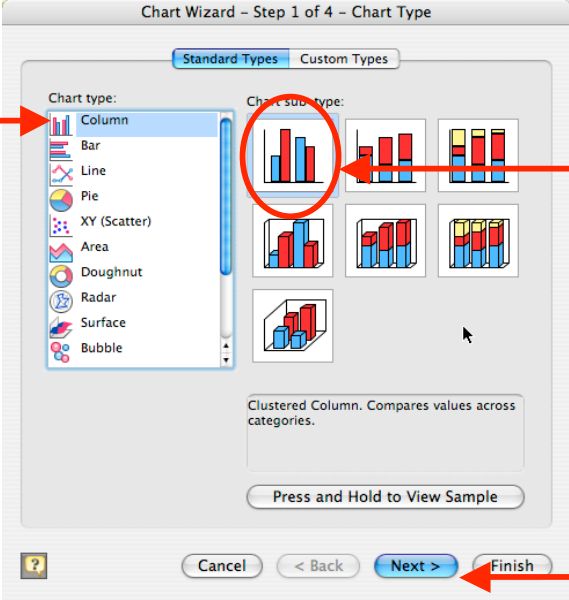
Bags	2
Balloon	4
Beverage Bottles Plastic	6
Beverage Bottles GLASS	8
Caps	10
Clothes/ Shoes	12
Cups, plates, forks	14
Food wrappers	16
Tables	18
6-pack holders	20
Straws, stirrers	22
Toys	24

2. Next, click on the CHART WIZARD icon in the STANDARD TOOLBAR. (If you don't see the STANDARD TOOLBAR, go to VIEW > TOOLBARS and be sure to highlight STANDARD.)



3. You will see the CHART WIZARD setup window appear.

Select COLUMN



Also choose the first sub-type.

Click NEXT

When STEP 2 OF 4 - CHART SOURCE DATA in the CHART WIZARD window appears, please click NEXT.

STEP 3 OF 4 - CHART OPTIONS in the CHART WIZARD window should now appear.

Click on the TITLES tab.

Type in the chart title (example: Shoreline and Recreational Debris).

Next, type the labels for the X and Y axes.

In the DATA TABLE tab, click on SHOW DATA TABLE.

Click the NEXT button when finished.

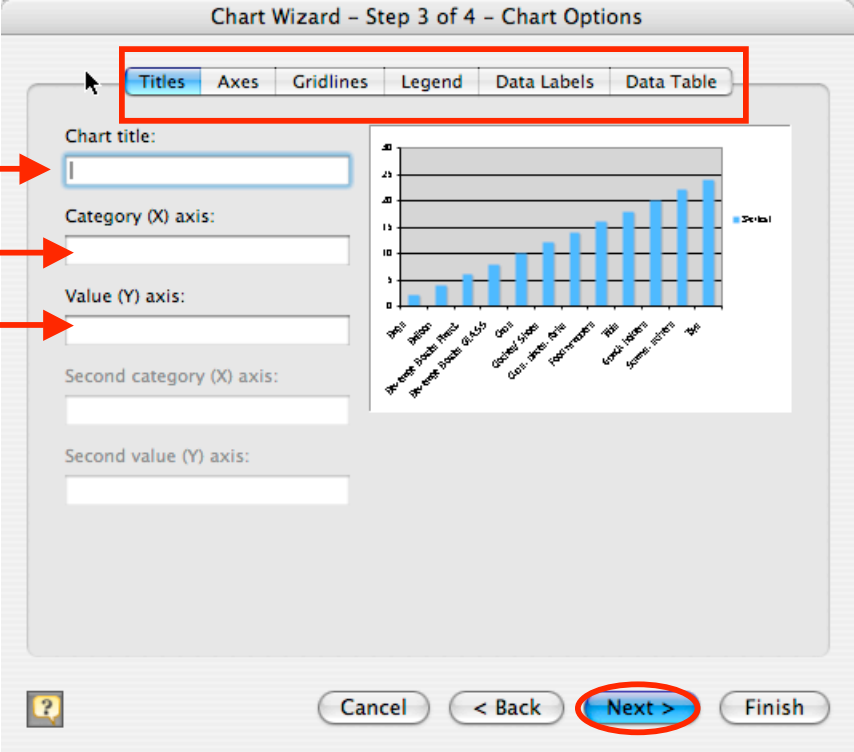


Chart Wizard - Step 3 of 4 - Chart Options

Titles Axes Gridlines Legend Data Labels Data Table

Chart title:

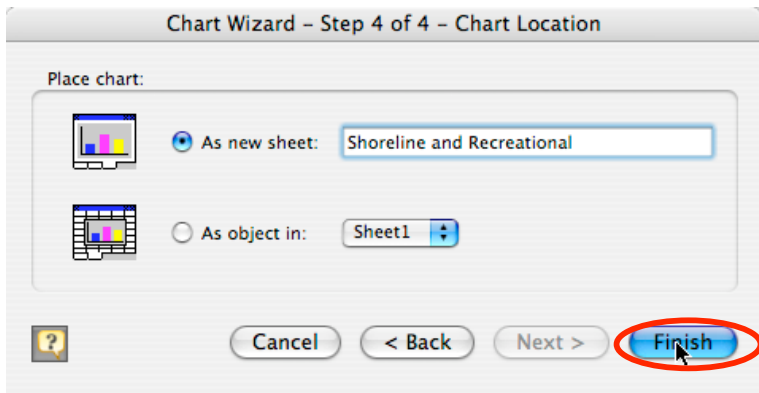
Category (X) axis:

Value (Y) axis:

Second category (X) axis:

Second value (Y) axis:

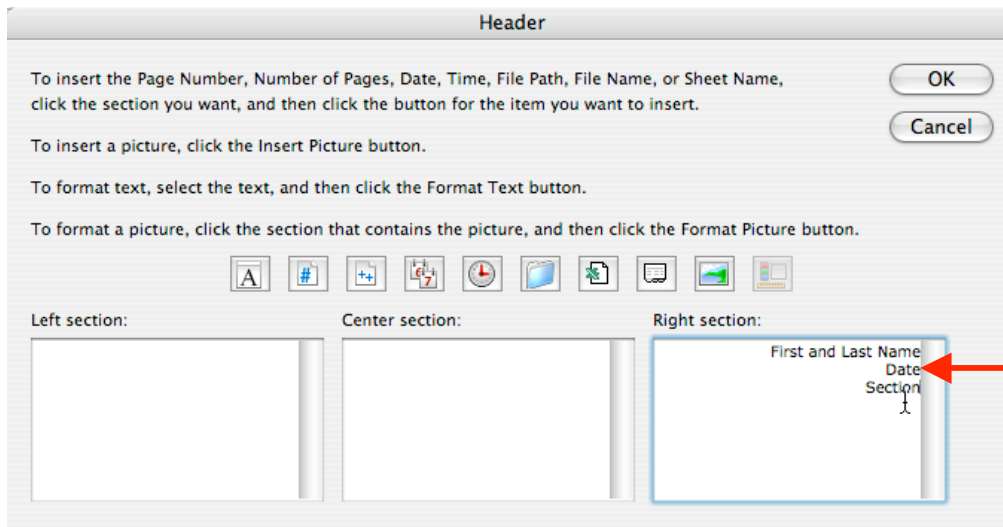
Cancel < Back Next > Finish



When STEP 4 OF 4 - CHART LOCATION in the CHART WIZARD window appears, select AS A NEW SHEET and type in your chart name. Click FINISH when you are done.

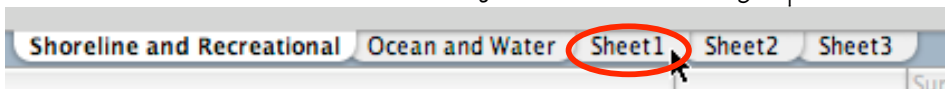
Your graph should now appear.

- In the main menu, go to VIEW > HEADER AND FOOTER. In the PAGE SETUP window, be sure the HEADER/FOOTER tab is selected. Then click on CUSTOMIZE HEADER and another window should appear.

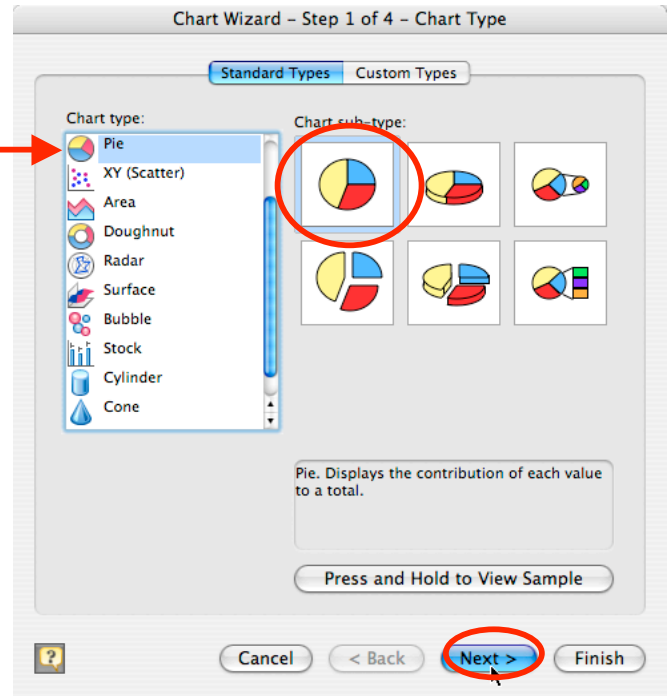


On the RIGHT SECTION, type your first and last name, date, and section as shown to the left. Click on OK when finished.

- Ask Mrs. Harbottle if you can print. Once you receive permission, click FILE > PRINT. Be sure to choose printer o-pr-b53-rm54-1.
- Click back to SHEET 1 in the bottom left corner to see the ICC data again. Repeat steps 1-5 under GRAPHING DATA for your 4 other bar graphs.



7. For the Pie Chart, repeat steps listed under GRAPHING DATA. However, be sure to select a PIE CHART. Select the first chart sub-type. Then click NEXT.



When STEP 2 OF 4 - CHART SOURCE DATA in the CHART WIZARD window appears, please click NEXT.

STEP 3 OF 4 - CHART OPTIONS in the CHART WIZARD window should now appear. In the TITLES tab, input your CHART TITLE. In the DATA LABELS tab, click SHOW PERCENT and click the NEXT button.

Follow the remaining steps under GRAPHING DATA.

8. Be sure to save your MS Excel file onto your server!