

The screenshot shows the Microsoft Excel interface with a data table. The table has columns for Age, Male, and Female. The data is as follows:

	A	B	C	D	E
1	Age	Male	Female		
2	15-19	12	14		
3	20-24	14	15		
4	25-29	20	22		
5	30-34	23	25		
6	35-39	22	21		
7	40-44	12	13		
8	45-49	5	14		
9	50-54	4	5		
10	>54	6	7		
11					
12					
13					
14					

First, open up Excel and enter the raw data that you have collected. Be sure to make the *first row* your labels for the data.

FYI: The *first column* will be the x-axis if you are making a bar graph.

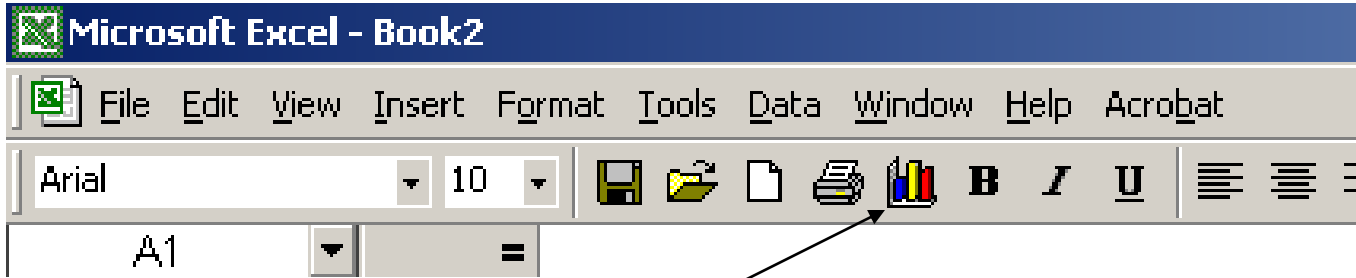
Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

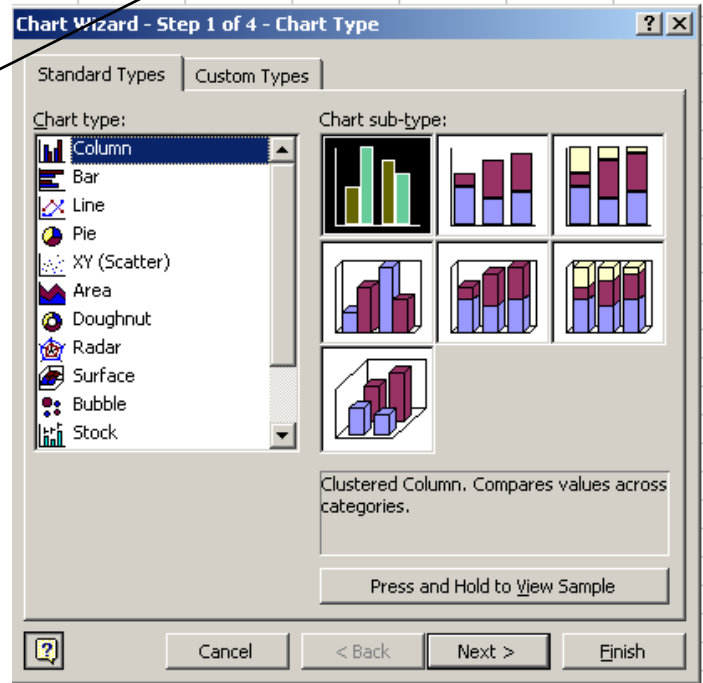
C10 = 7

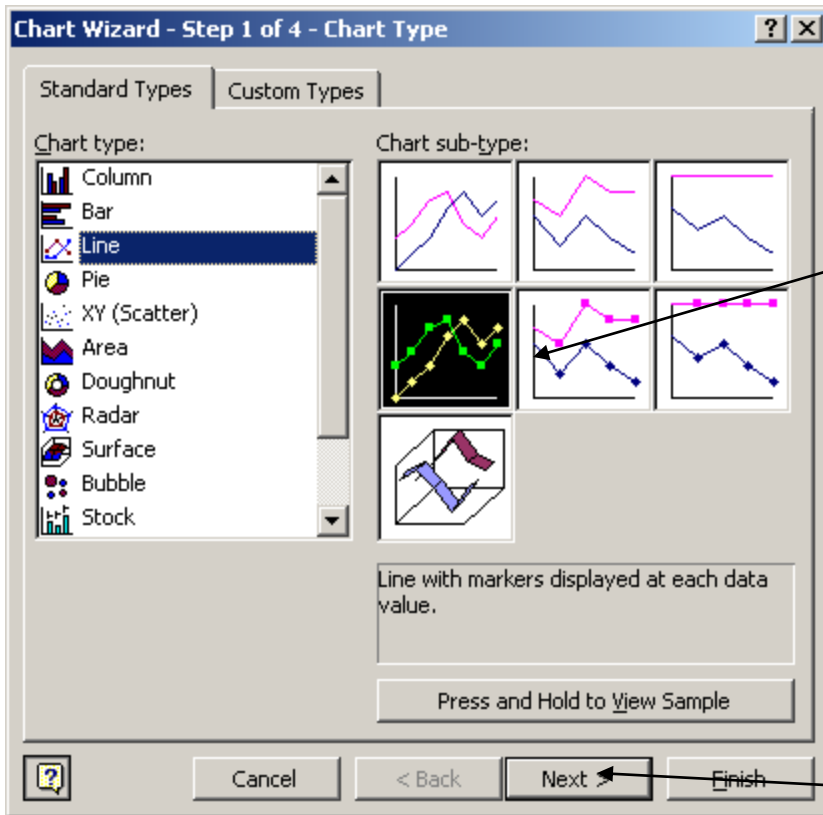
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Highlight the data and labels now.



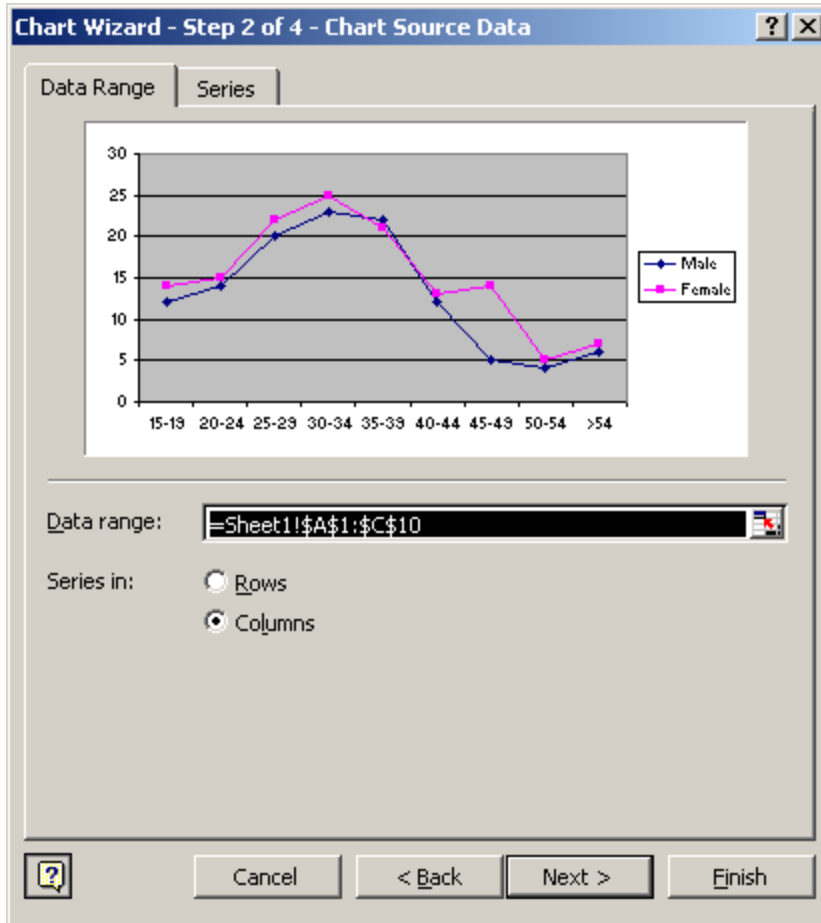
Click on the Chart Wizard and this dialog box will appear.





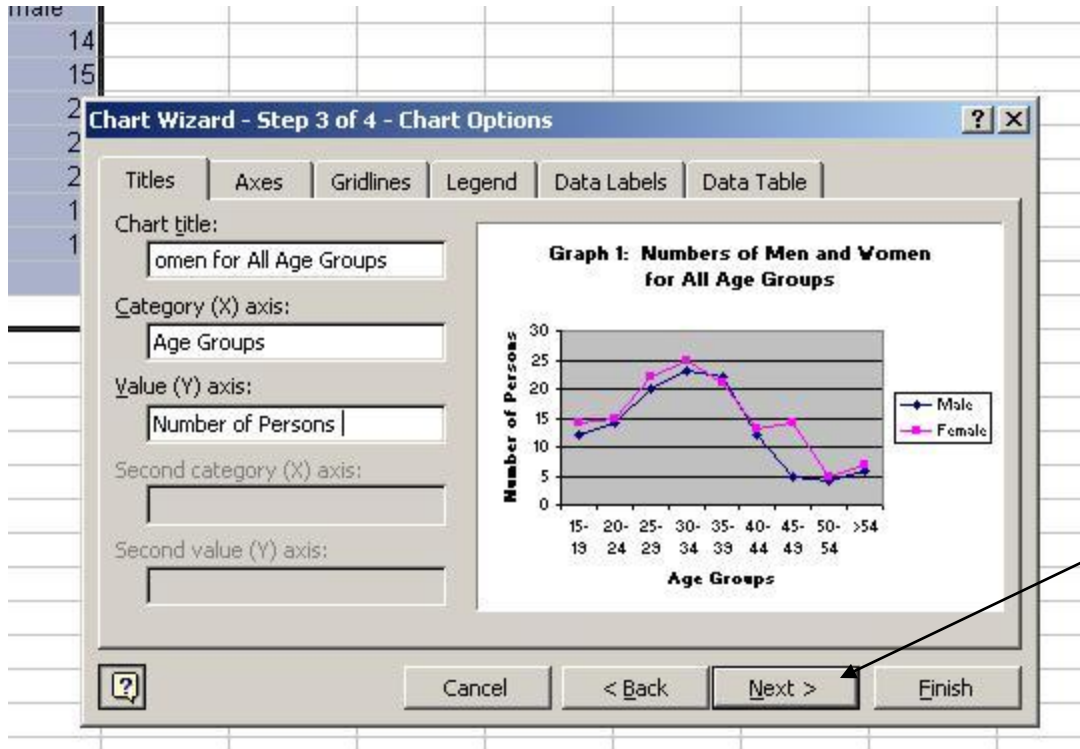
Now you need to choose the type of chart you want. I chose this type of line chart because it will let me chart men and women as separate lines.

Once you find the right chart, click on Next.



Because we remembered to highlight our data and labels the program entered in all these for us. Hoorah!!

Click on next.



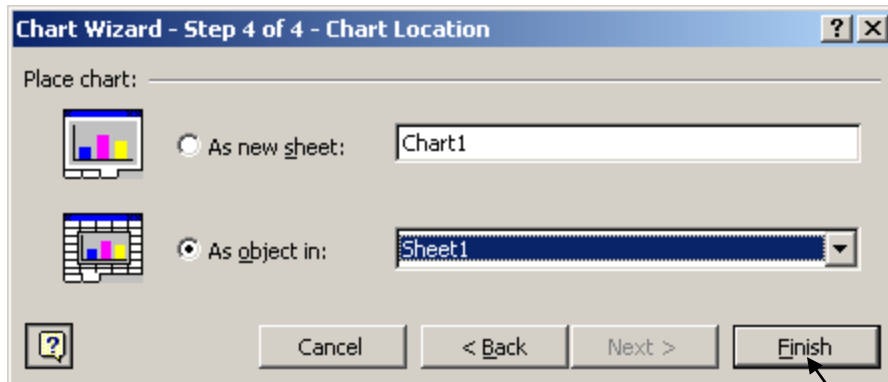
In this step you can label the:

1) chart title

2) x-axis

3) y-axis.

Then click on Next.



If you leave the default (“As object in”), the chart will appear with your raw data. The advantage is that it is easier to size it or export to a Word document.

Click on Finish.

