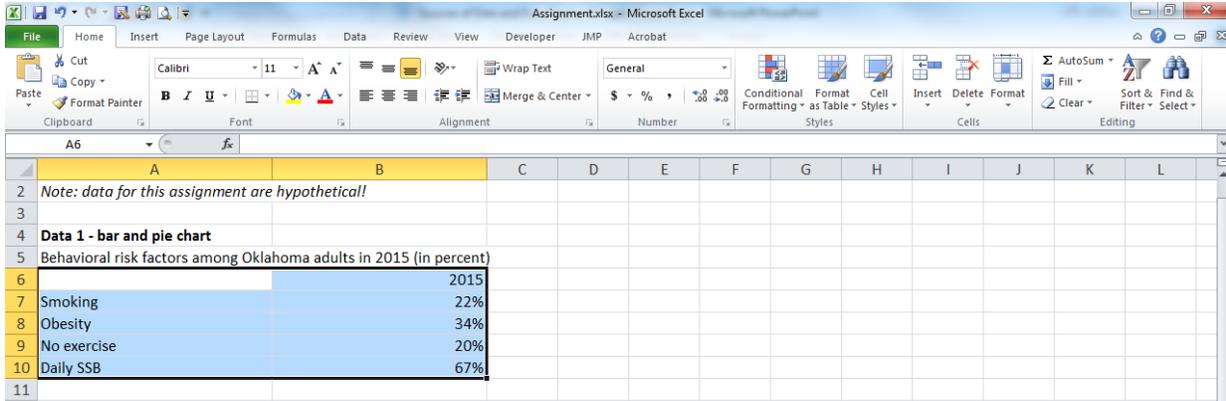


Quantitative Data Training
November 5, 2018
Chickasaw Nation Carl Albert Services Center

Hands on Practice Assignment

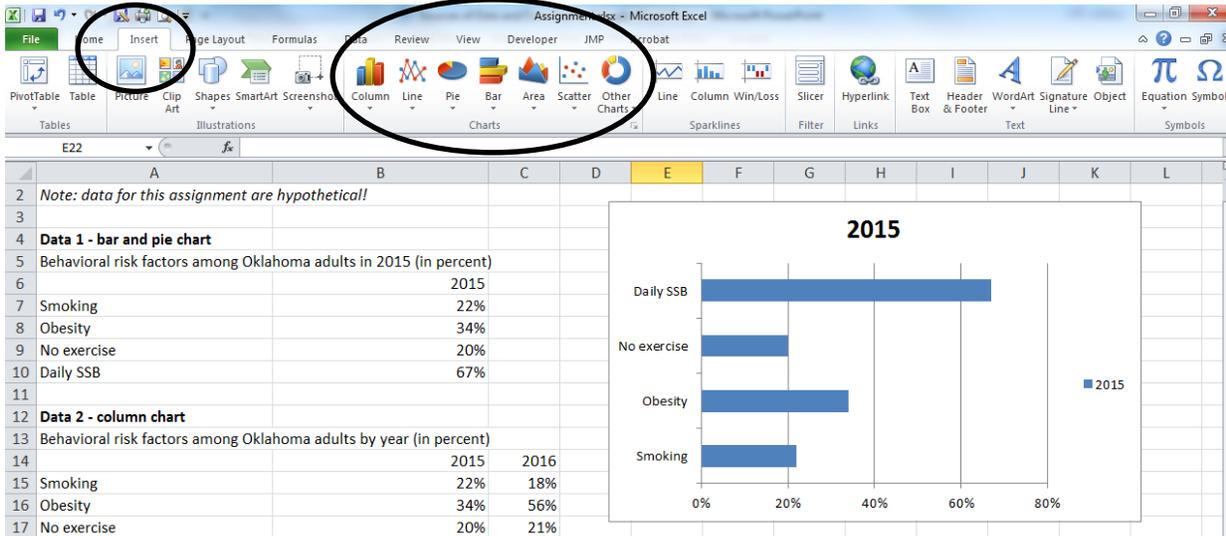
Steps to create a simple chart in Excel.

Step 1: Highlight cells containing the data you wish to chart



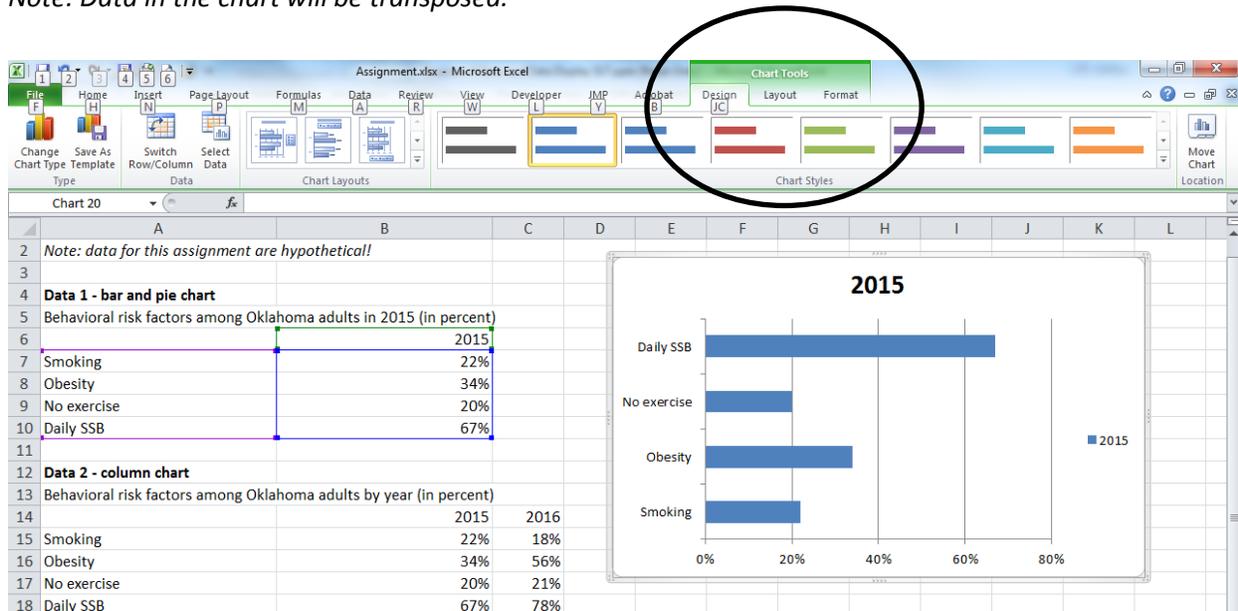
Step 2: Click on the “Insert” tab at the top of the page and select the chart type from the charts section. Click and drag chart to move to the right of your data.

Note: there are several ways to insert a chart; this is an example of one way you can use.



Step 3: Make changes to chart title, legend, etc. by selecting the chart and clicking on the chart tool tabs at the top of the page.

Note: Data in the chart will be transposed.



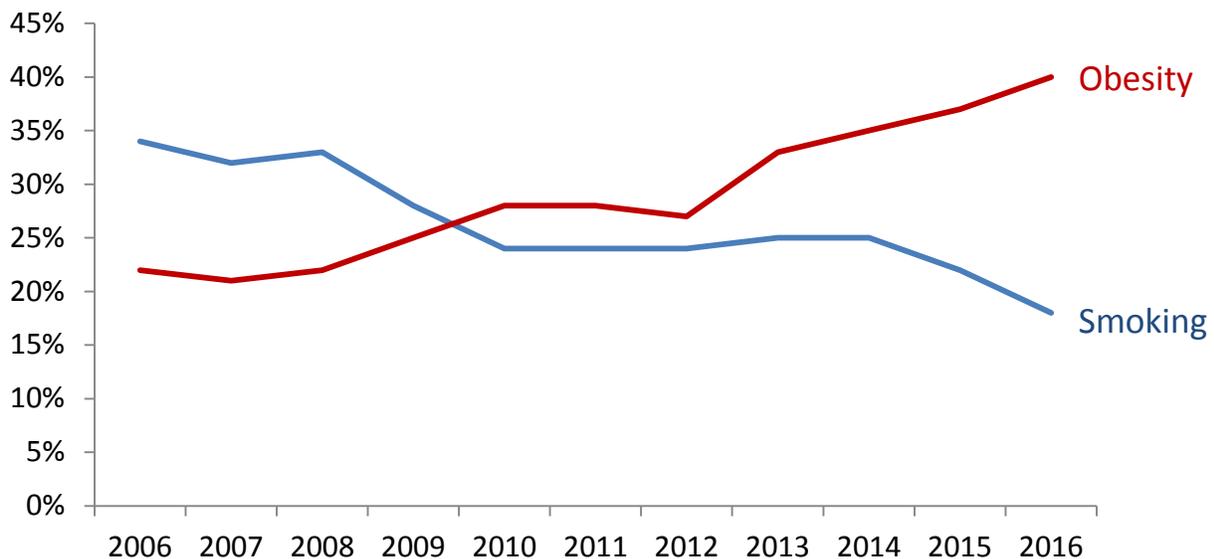
Assignment 1: create basic charts

1. Data 1 – bar chart
Follow steps 1 – 3 above to create a simple bar chart from data 1.
2. Data 2 - pie chart
Follow steps 1 – 3 from above to create a pie chart from data 2.
3. Data 3 – column chart with 2 data series
Follow steps 1 – 3 from above to create a column chart from data 3.
4. Data 4 – scatter plot with 1 data series
Follow steps 1 – 3 from above to create a scatter plot from data 4.
5. Data 5 – line chart with 2 data series
Follow steps 1 – 3 from above to create a line chart from data 5.

Assignment 2: Declutter your line chart

1. Remove chart border – use the “format” tab in the chart tools to remove the chart border. Click on “shape outline” and select “no outline” from the dropdown.
2. Remove horizontal gridlines – use the “layout” tab in the chart tools to remove the gridlines. Click on “gridlines” and “primary horizontal gridlines” and select “none”.
3. Remove the legend – use the “layout” tab in the chart tools to remove the legend. Click on “legend” and select “none”.
4. Label data directly – insert data labels directly next to the data lines using textboxes.
5. Leverage consistent color – use the same color font for your data lines and data labels.
6. Give your line chart a descriptive title. Use a text box to give your line chart a descriptive title that tells the story of your data.

Descriptive title goes here



Assignment 3: Slope chart

Go to the second tab in the excel worksheet titled “slope chart”. Use the steps below to create a slope graph from data 5.

1. Highlight the rows and columns and insert a line graph with markers.
2. Switch the rows and columns by selecting “switch row/column” under the “design” tab of the chart tools.
3. Extend the lines the length of the plot area. Click on the x-axis and select “format axis”. In the box that opens, change the axis position to “on tick marks”.
4. Follow steps above to “declutter” your slope chart.