Making a Pie Chart (One variable only) How to input the data: Dressing up increases Category To make a pie chart you must have the test grades categories in one column and the TOTALS of Strongly Agree Agree 1 each category in the second column Neither Agree nor Disagree 14 Disagree 5 Strongly Disagree Highlight your entire table (including the Dressing up increases test grades headings), then go to the insert tab at the top and select the pie chart Format Data Labels Spruce it up! Click on the "+" sign next to Label Options ▼ Text Options the graph (then hover over data labels and click the triangle). UNCLICK value and ▲ Label Options CHART ELEMENTS CLICK percentages **Label Contains** ✓ Chart Title Value From Cells Data Labels Center Series Name ✓ Legend Inside End You can also click on the paintbrush to Category Name Outside End Value change colors, and effects to make it look Best Fit ✓ Percentage Data Callout

Show Leader Lines
Legend key

more professional/cleaner

Making a Bar Graph How to input the data: Dressing up increases your The SAME as a pie chart UNLESS you want to Strongly Agree include a second factor like gender or grade level. Then you would put the totals Neither Agree nor Disagree in for each group Disagree Strongly Disagree Highlight your entire table (including the Chart Title headings), then go to the insert tab at the top and select the bar graph Make sure to update your title Dressing up increases test grades Use the paintbrush and "+" to make it look professional and clean

WHEN IN DOUBT! GOOGLE "HOW DO I....."

Making a scatter plot (used for comparing two variables) Enter every piece of your data (NOT totals). The On a scale of 1-10 how data should be paired by subject, for example grade on that test last time you took a test the first person said they dressed up at 7 and then got a 95 on the test. The next person said they 90 dressed up as a 3 and got a 95 on the test. 90 Highlight your entire table (including the headings), then go to the insert tab at the T top and select the bar graph. It will look ugly at first, we need to change the settings to zoom in and get a better analysis Click on the blue, axes (click the triangle and more options). Right now the max is set at 12, but Auto the highest dress up scale we had is 10. So Reset change the max to 10. Then, ON YOUR GRAPH, Wha click on the vertical scale (the grades) to change those values. Our lowest grade is a 53 and the highest is a 104 so lets make our range be 50 to ▲ Axis Options 0 80 105 Bounds 70 50.0 Reset Minimum 60 Reset Maximum 50 Units If you click on the "+" again you can add a **CHART ELEMENTS** What was your grade on that test? trendline which shows how the data are related. Axes 100 Axis Titles According to our date the More dressed up you ✓ Chart Title are the WORSE your grade was on the test. Data Labels Frror Bars Which is interesting because that is against the ✓ Gridlines 70 Legend null hypothesis ✓ Trendline 60 Again, Use the paintbrush and other options to make it look more How does your level of dress effect professional and not just the your test grade? default. Add in axis titles! Make your title be informative 90 Grade on Test 80 70 60 50 10 On a scale of 0-10 how dressed up were you on the last test day