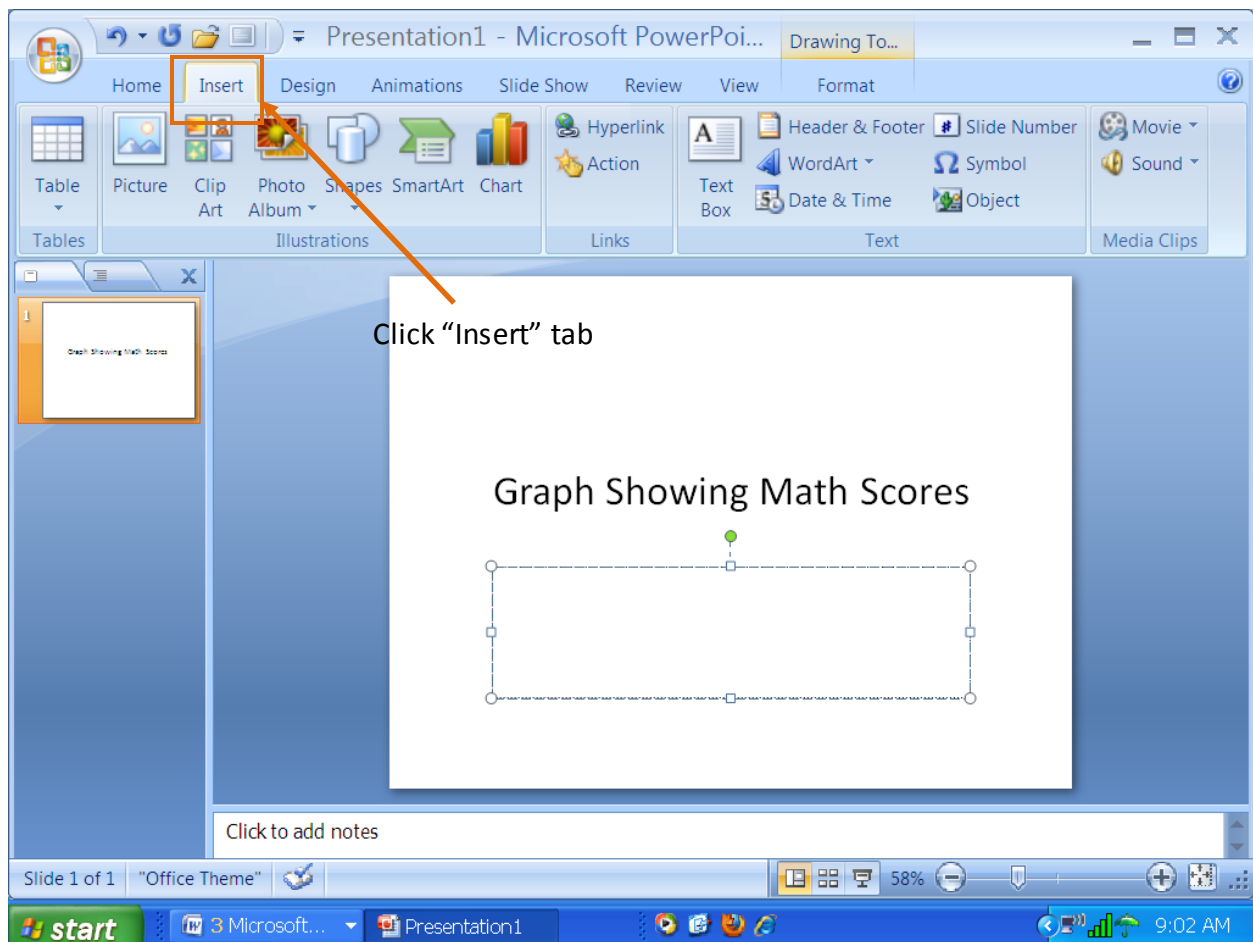


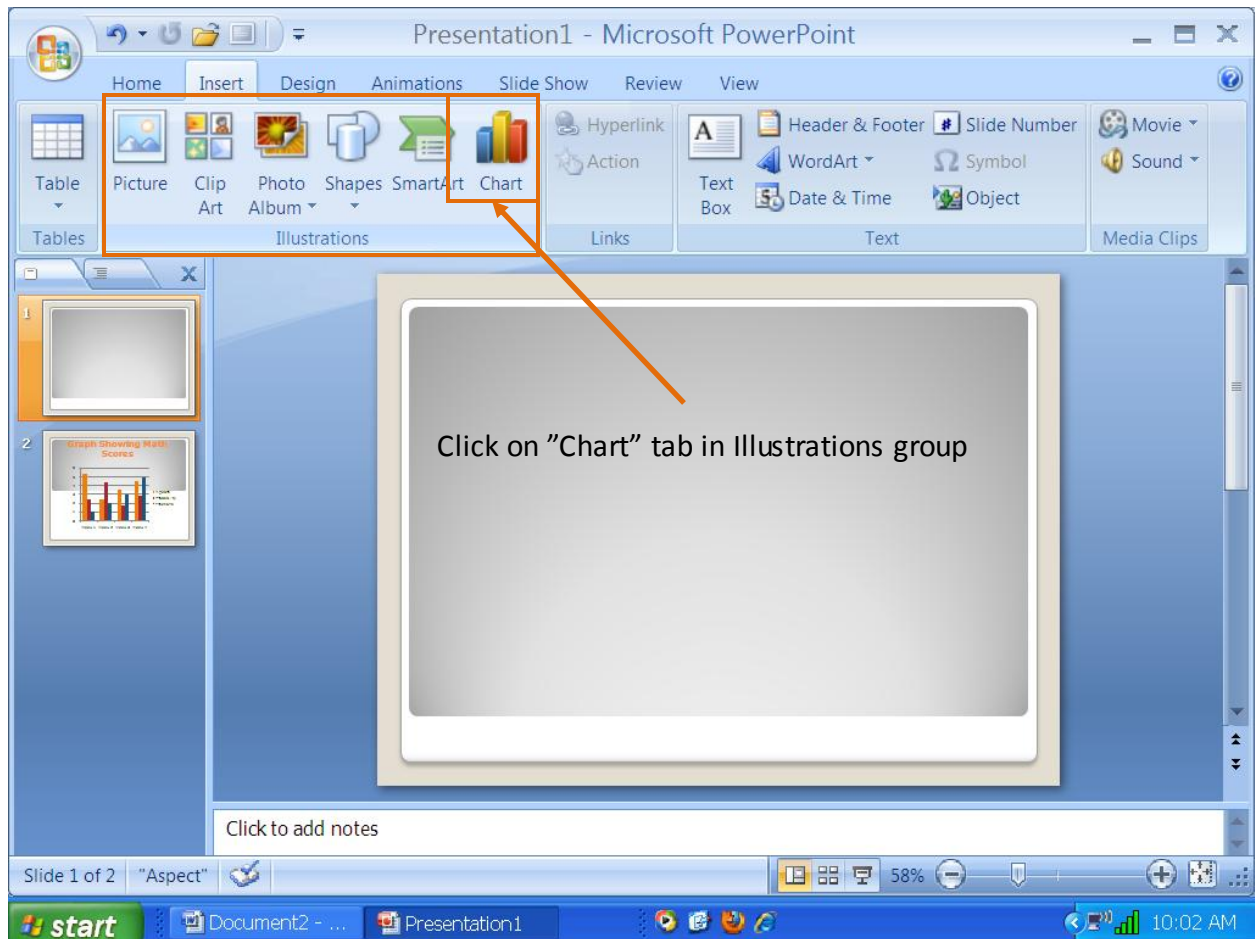
Using excel graphs to interpret assessment data including basic functions and creating charts.

Instructions

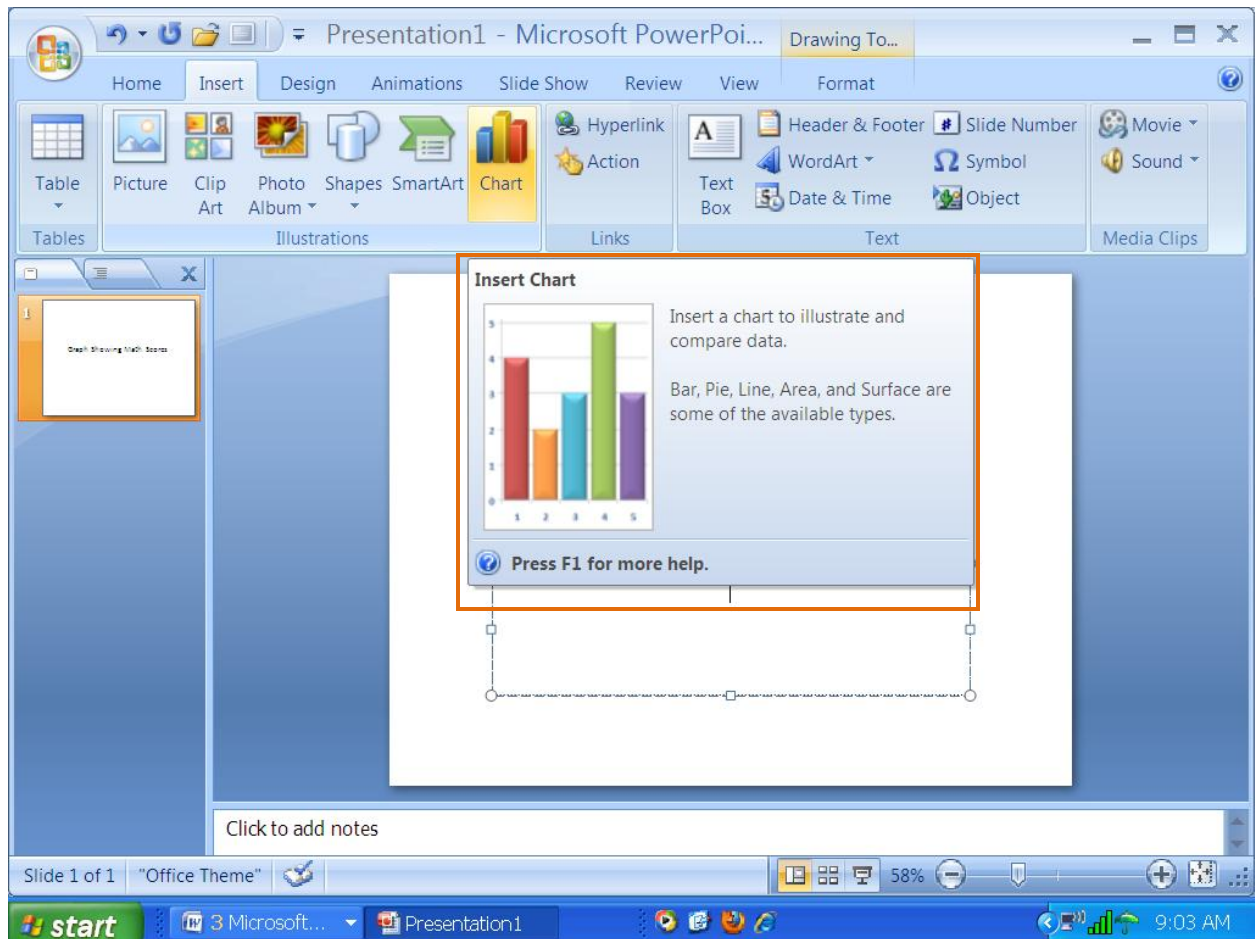
1. Open PowerPoint, click on the section of the slide where you want to contain the chart and Click on the **“Insert”** tab,



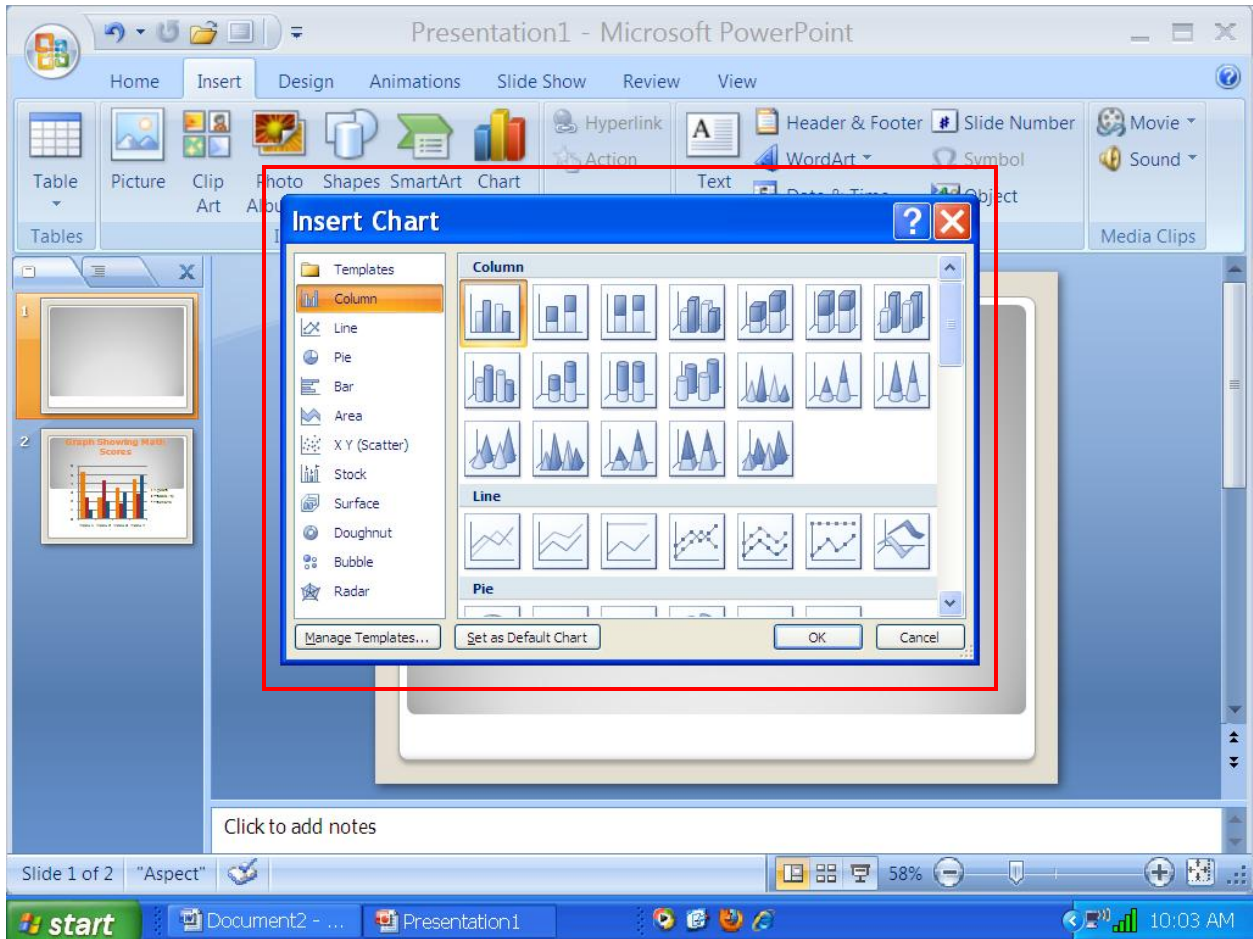
2. Go to the **“Illustrations”** group, Click on **“Chart”** tab



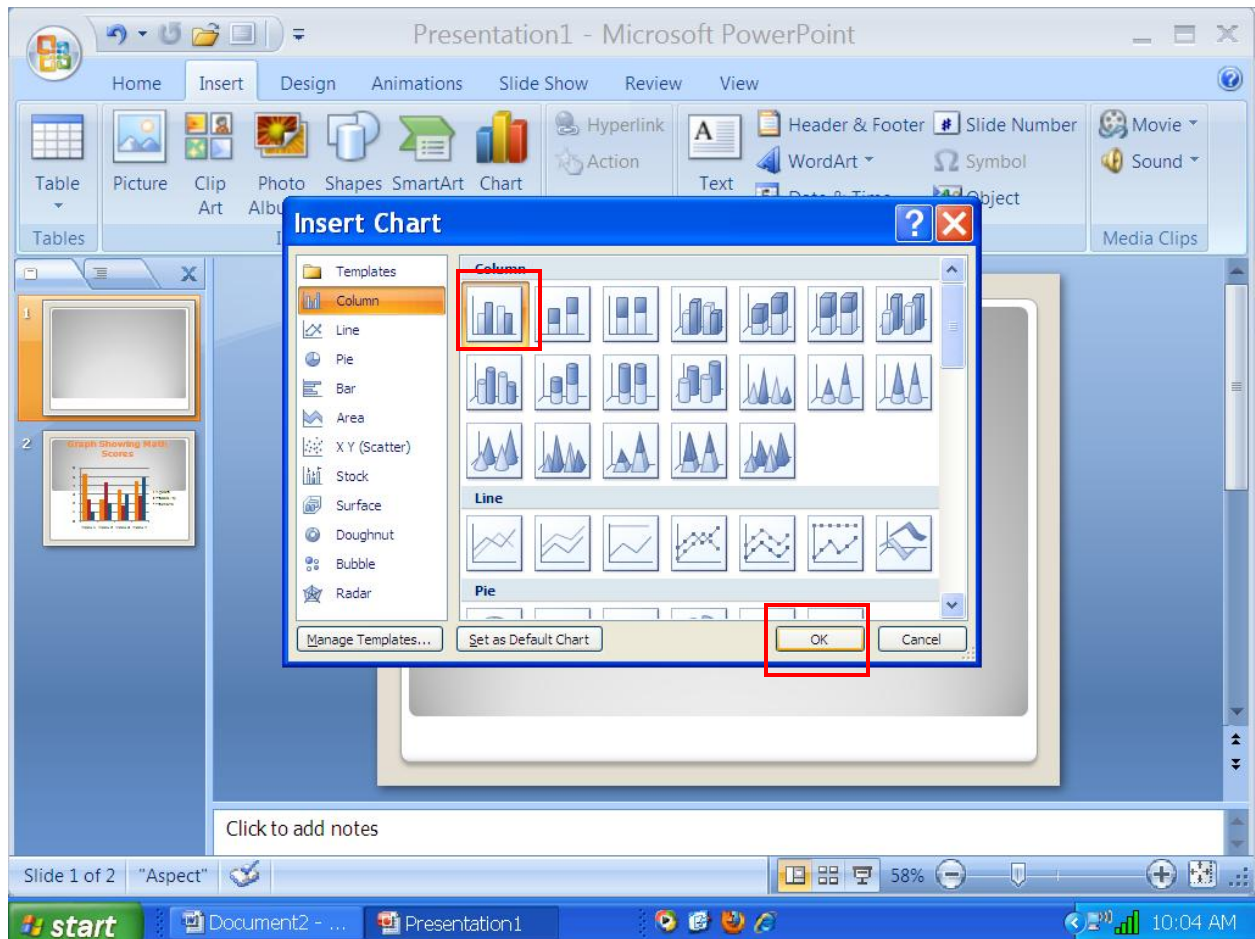
Note: Hovering the cursor over the "Chart" tab will display a sample chart window.



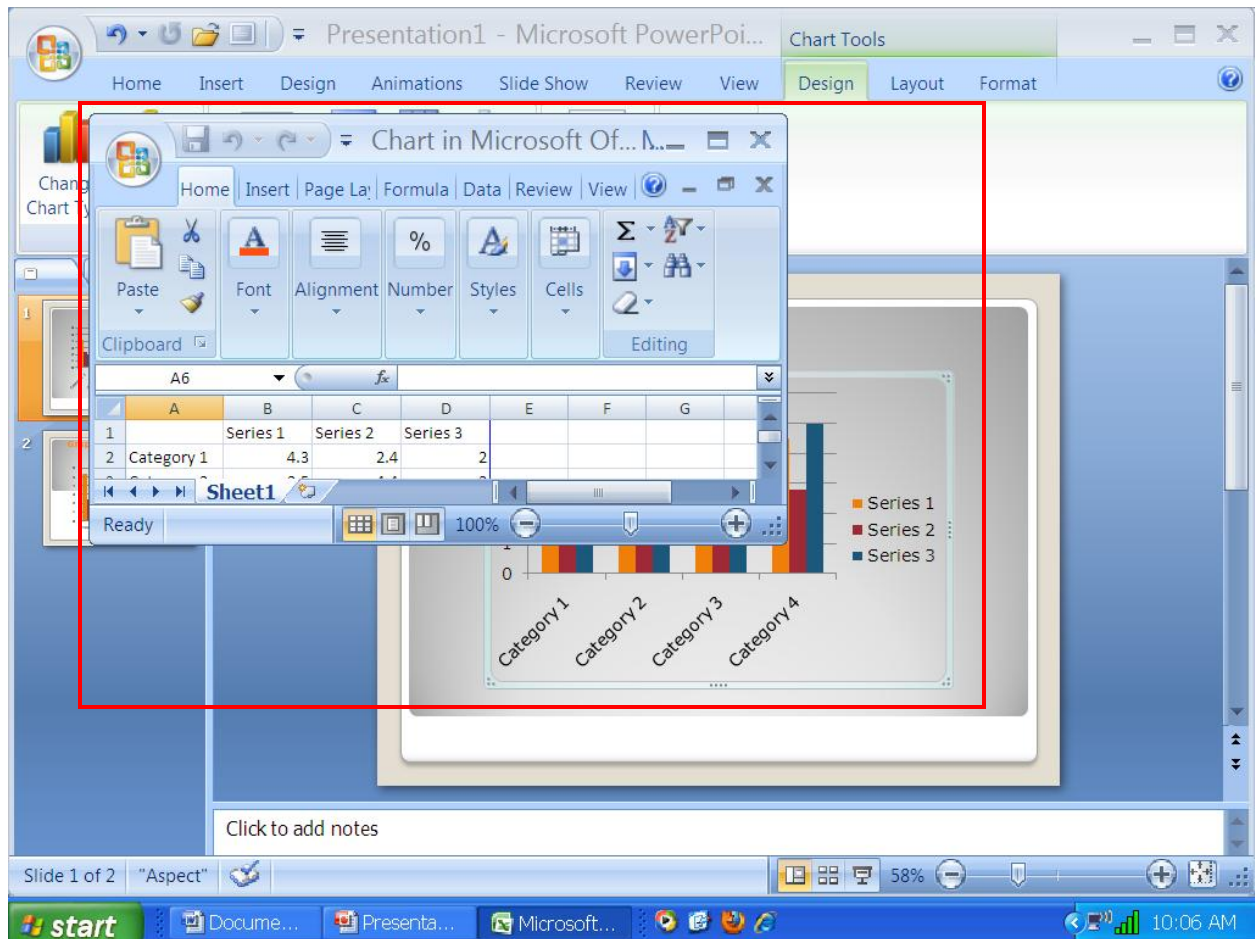
3. Go to the **“Insert Chart”** dialog box displayed.



4. Click a chart, and then click **“OK”**.



5. Office Excel 2007 opens in a split window and displays sample data on a worksheet

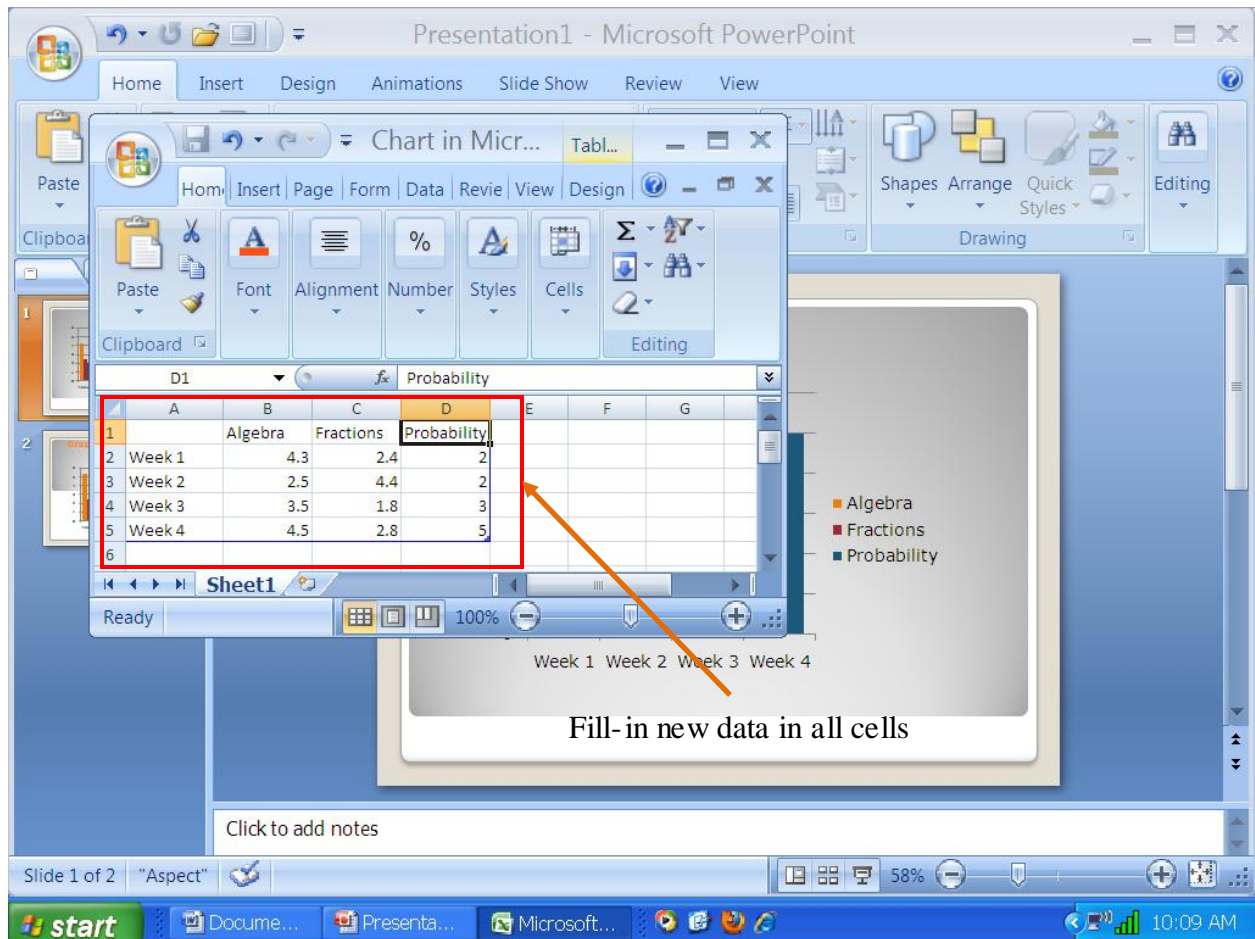


6. To replace the sample data in excel, click a "cell" on the worksheet

Click on cell to add new data

	Series 1	Series 2	Series 3
Week 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

7. Type the data that you want.



8. You can also replace the sample axis labels in **Column A** and the legend entry name in **Row 1** by clicking on each cell.

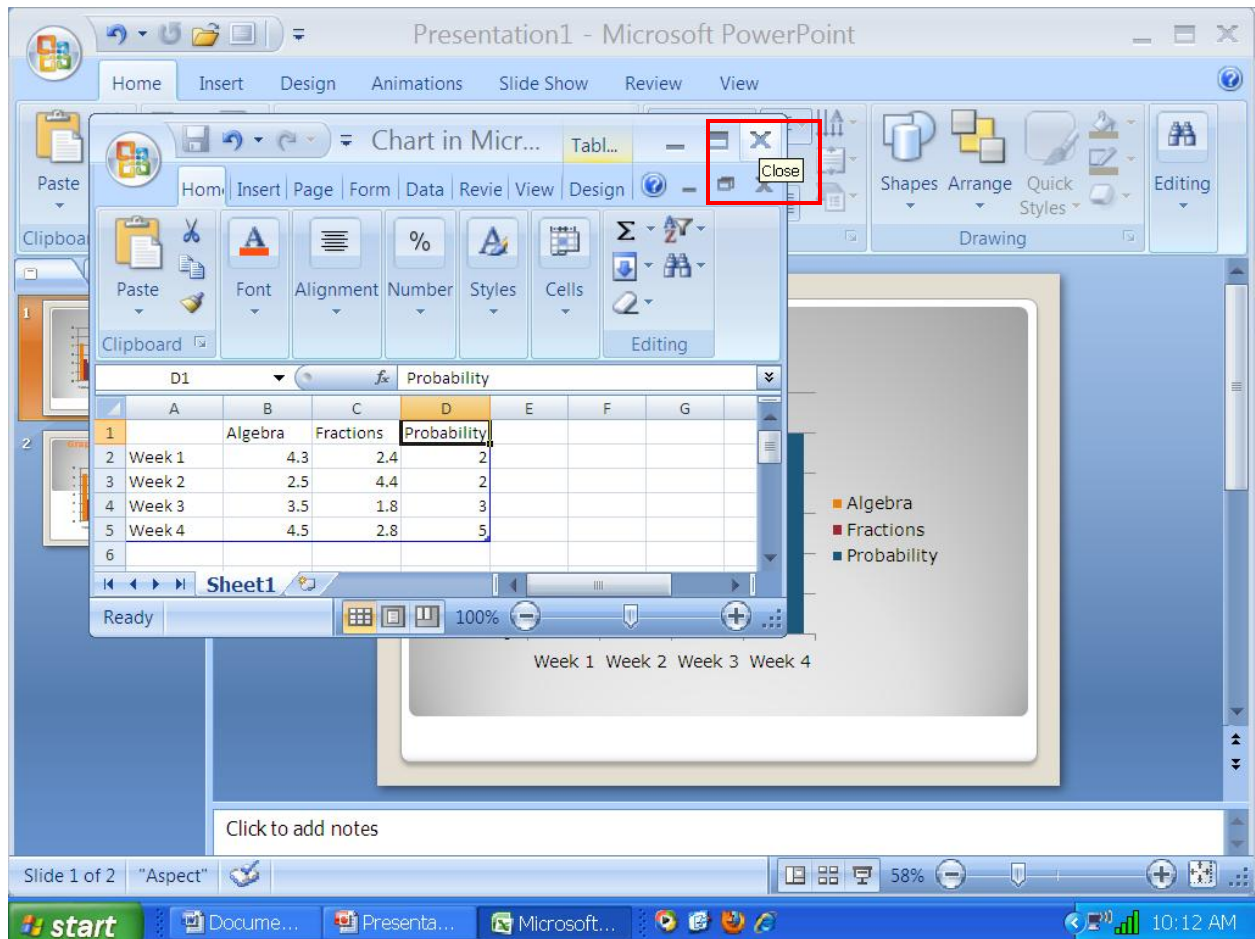
The screenshot shows a Microsoft PowerPoint window titled "Presentation1 - Microsoft PowerPoint". An Excel spreadsheet is embedded in the slide, showing a table with the following data:

	A	B	C	D	E	F	G
1		Algebra	Fractions	Probability			
2	Week 1	4.3	2.4	2			
3	Week 2	2.5	4.4	2			
4	Week 3	3.5	1.8	3			
5	Week 4	4.5	2.8	5			
6							

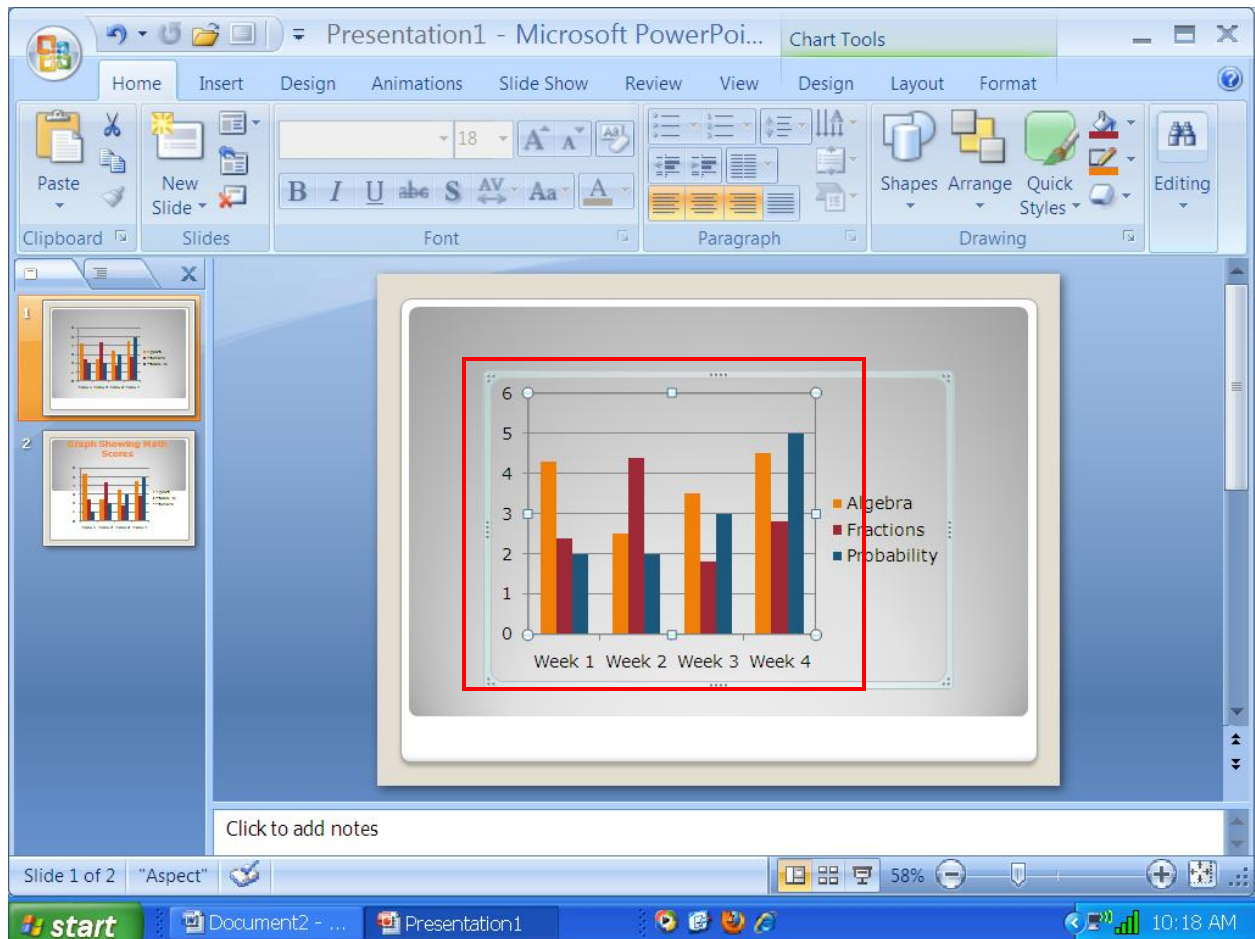
The chart below the spreadsheet is a bar chart with a legend indicating three series: Algebra (orange), Fractions (red), and Probability (blue). The x-axis is labeled "Week 1 Week 2 Week 3 Week 4".

NOTE After you update the worksheet, the chart in PowerPoint updates automatically with the new data.

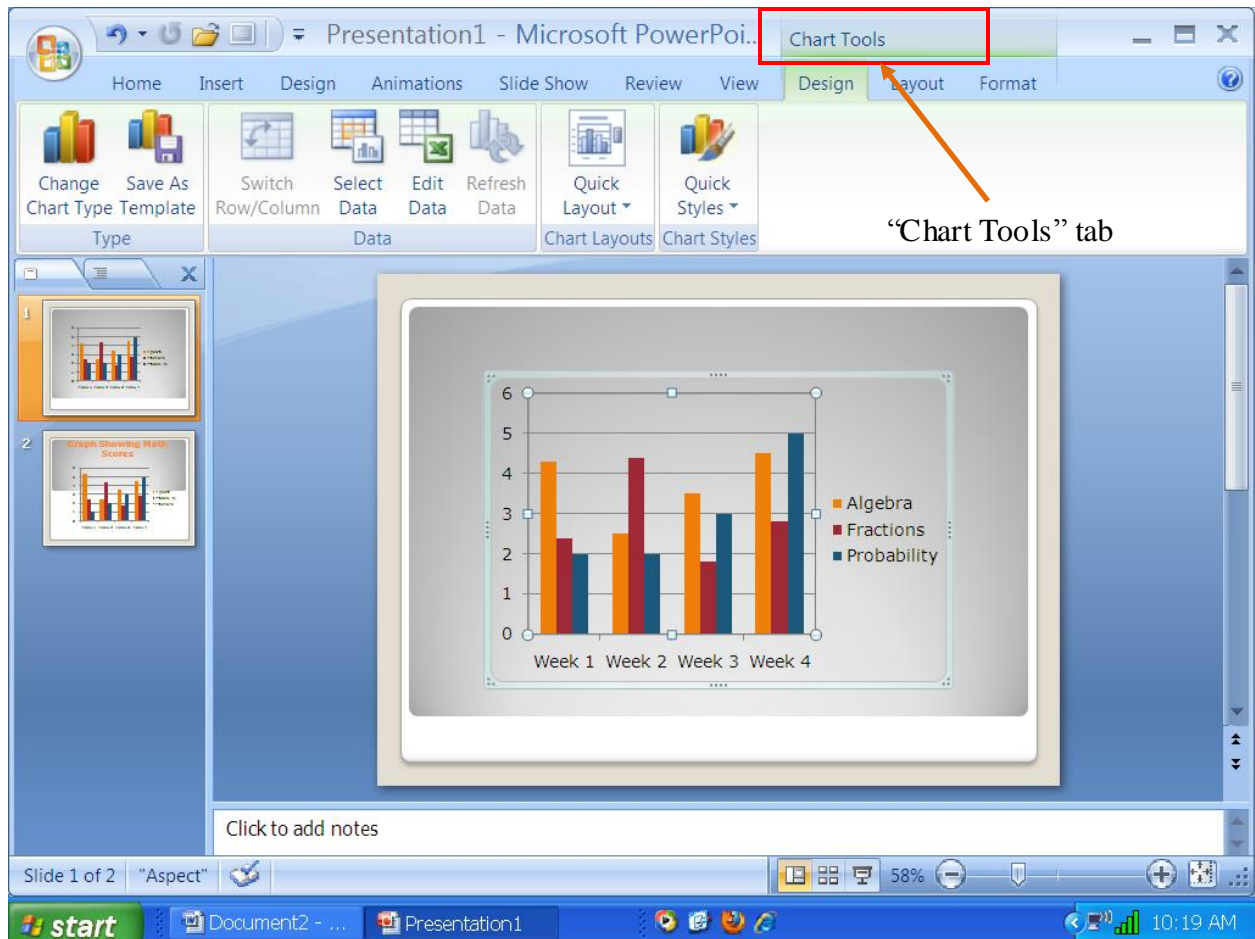
9. Click "**Close**" to save onto the PowerPoint slide.



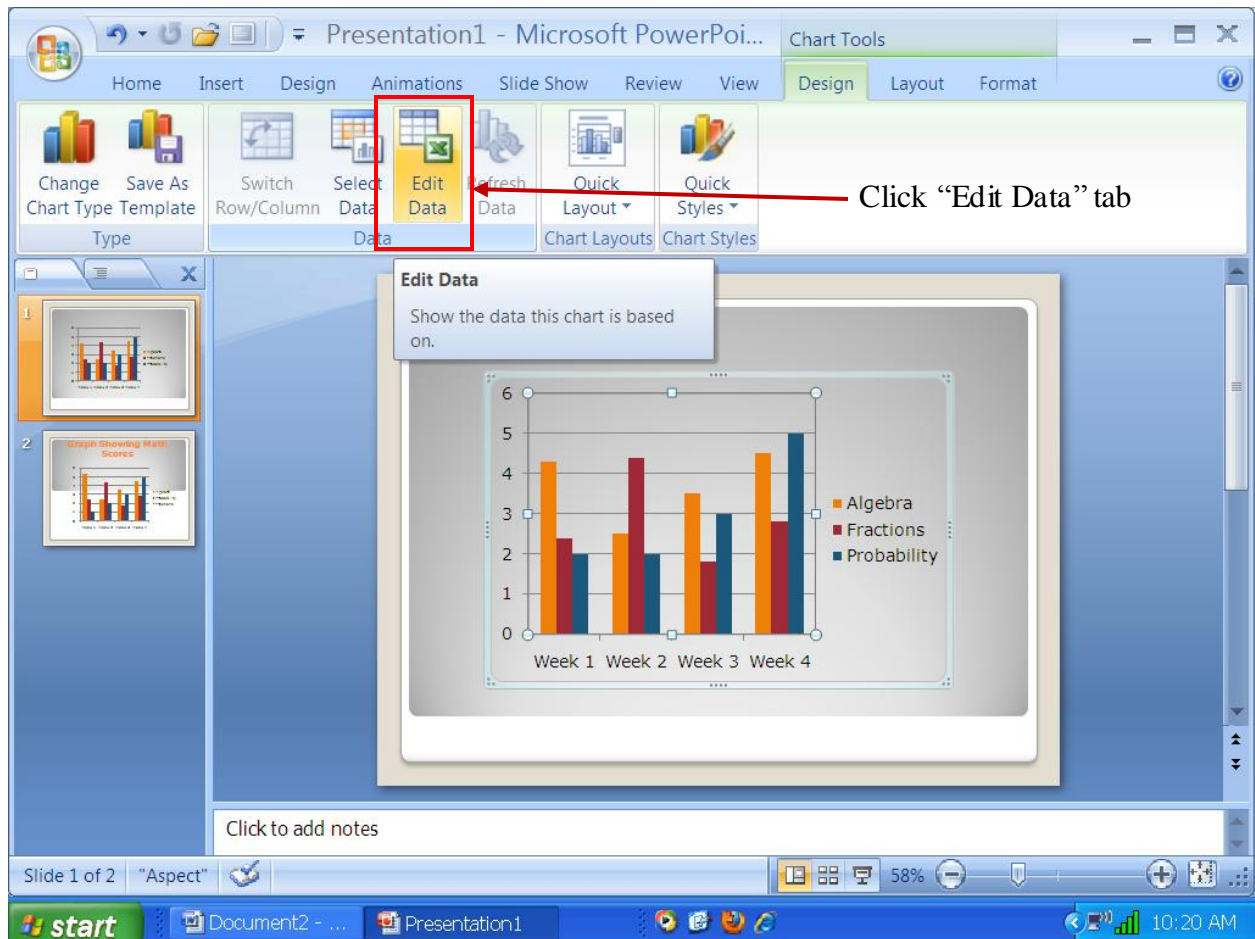
10. To change the data in the chart, select the chart that you want to change.



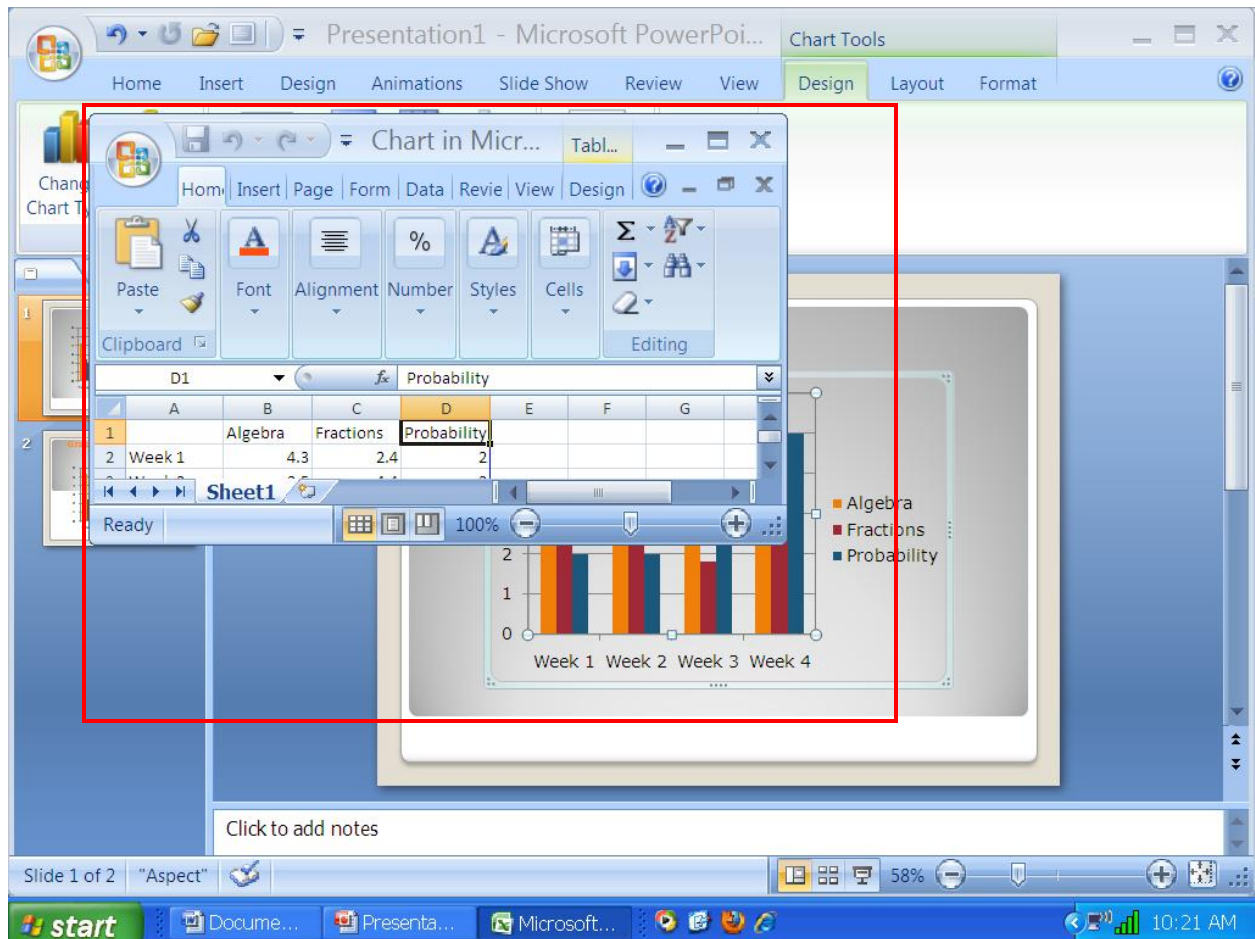
11. Go to “Chart Tools”, on the **Design** tab.



12. In the **Data** group, click **“Edit Data”**.



Microsoft Office Excel opens in a split window and displays the worksheet that you want to edit.

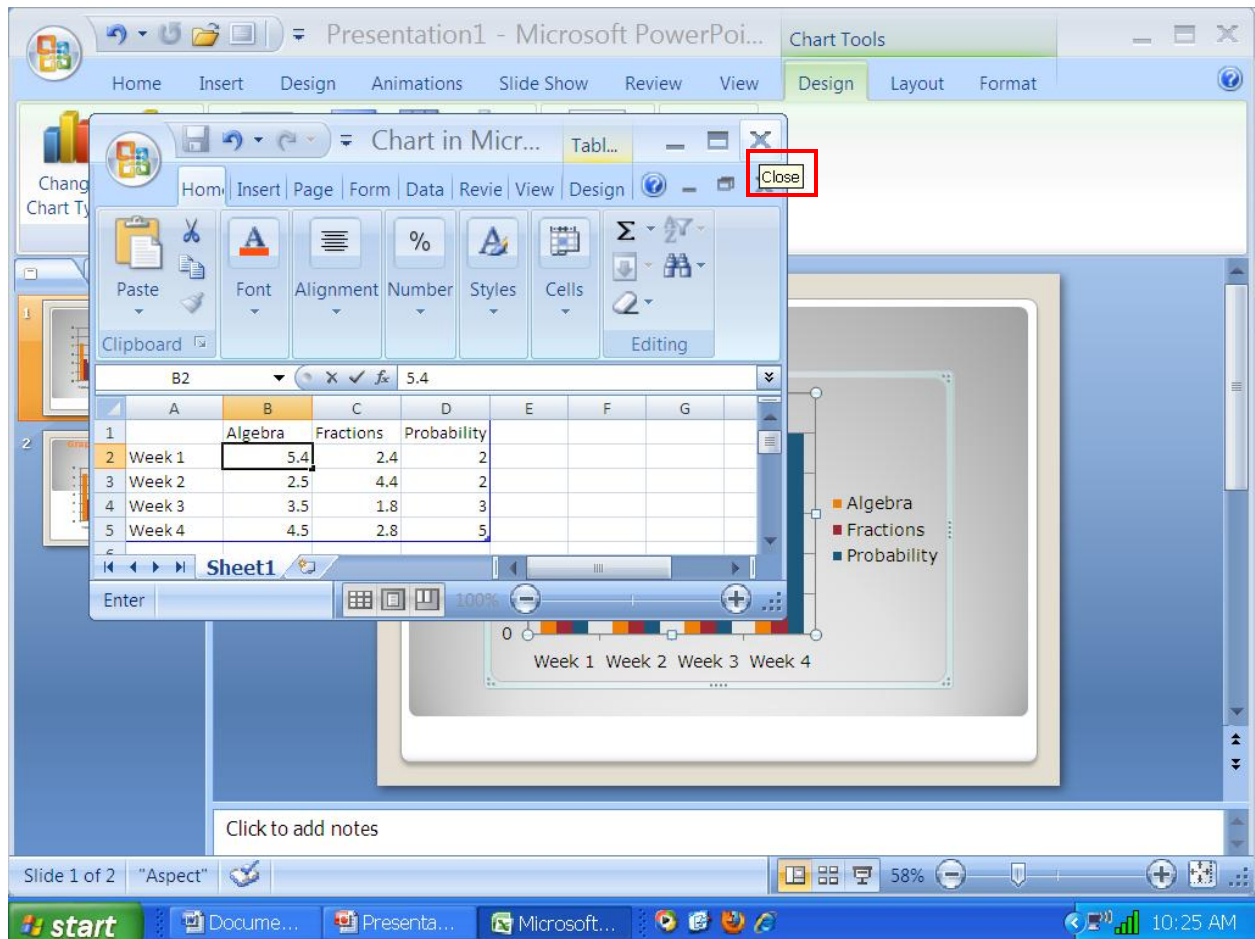


13. Click the cell that contains the title or the data that you want to change then type the new information.

The screenshot shows a Microsoft PowerPoint window with a data table and a chart. The table has columns for 'Algebra', 'Fractions', and 'Probability' across five weeks. The value '5.4' in the 'Algebra' column for 'Week 1' is highlighted with a red box. A red arrow points from the text 'Click on cell to add data' to this cell. The chart below the table displays three data series: Algebra (orange), Fractions (red), and Probability (blue).

	Algebra	Fractions	Probability
Week 1	5.4	2.4	2
Week 2	2.5	4.4	2
Week 3	3.5	1.8	3
Week 4	4.5	2.8	5

14. Click "Close" on the **Microsoft Office Button**.



New Graph showing adjustment

Presentation1 - Microsoft PowerPoi... Chart Tools

Home Insert Design Animations Slide Show Review View Design Layout Format

Change Chart Type Save As Chart Type Template Type

Switch Row/Column Select Data Edit Data Refresh Data Data Chart Layouts Quick Layout Quick Styles Chart Styles

Graph Showing Math Scores

Week	Algebra	Probability	Fractions
Week 1	5.5	2.5	1.0
Week 2	2.5	4.5	2.0
Week 3	3.5	1.8	3.0
Week 4	4.5	2.8	5.0

Click to add notes

Slide 2 of 2 "Aspect" 58% 9:53 AM