1) We will use this spreadsheet to create two simple charts.

2) We must first locate the spreadsheet. It is on the library web page.
EXCEL CHARTS AND GRAPHS

Microsoft EXCEL 2007: Basics

Microsoft Excel is an electronic spreadsheet used to perform calculations and also functions as a database. The functions necessary to produce a spreadsheet such as data entry, formula entry, cell selection, formatting, sorting, saving, and printing are practiced before creating a spreadsheet.


Microsoft EXCEL 2007: Charts and Graphs

Using the data from the spreadsheet, many different types of charts and graphs can be created in Excel. The functions necessary to produce a chart or graph are practiced before making bar, pie, and line graphs.


Web Page Construction

Introduction to Dreamweaver CSS

Learn the basics of creating web pages. This course includes creating links, adding images, tables, correct page structure and setting up Dreamweaver to transfer your files to the server.

Intro to Dreamweaver CSS handout (PDF)

Dreamweaver CSS Forms

This class covers basic web form design including radio buttons, check boxes, text boxes and jump menus. Students will also learn to modify and use a script file that works with the HTML file to make the form function properly.

DW CSS Forms handout (html) | Dreamweaver CSS Forms Handout (PDF)

Dreamweaver CSS Styles

Sty sheets are collections of rules that define the styles of a document and offer more control over text and

Screen 2

1) The spreadsheet is located at www.siumed.edu/lib/libclasses.html

2) You can also get there by the following path SIUMED homepage – Research - Medical Library – Classes and Electives – Class descriptions and handouts
Screen 3

1) Our first task will be to create a chart like the one above.

2) This is an “exploded” pie chart.
Choosing data for the chart

1) Select cells “A14” through “A19”. Your cursor should be a white cross. Left click on cell “A14” and hold mouse until you have selected through cell “A19”

2) Press and hold the “control” key on your keyboard.

3) Select cells “H14” through “H19”. Do this the same way as for cells “A14” through “A19”.

Screen 4
1) We will go to the insert section of the ribbon.

2) We will select pie and the “exploded 2-D” pie chart. It is the second choice.
Screen 6

1) A new section of the ribbon is available. There are now several sections of “Chart Tools”

2) Select the design tab, and click on “Move Chart Location”. This will move the chart to a separate sheet, rather than as an object within the spreadsheet. You can do it either way. This just works better for class. Larger, and easier to see.
1) We will choose a “quick layout” for our chart. This sets an overall style for your chart.

2) The first option gives you a chart title, puts the name and percentage with each pie slice and does not contain a legend. We will use this.
1) Left Click in the Titles box at the top

2 Type “BREAKDOWN OF MEDICAL LIBRARY EXPENSES” in the box.
1) Just as an example of additional changes you can make, we will make the title larger.

2) Left click on the title box/area.

3) In the “home” section of the ribbon, select the drop down list of font sizes. Change the font to size 20.
EXCEL CHARTS AND GRAPHS

Screen 10

YOUR FINISHED MASTERPIECE
Screen 11

1) Our second task will be to create the chart above.

2) This is a line chart suitable for a black and white printer.
1) We will begin with “sheet 2” – which shows revenues for two years. Left click on that tab.

2) Left click in cell “B4”.

3) Type “=” (equal sign).

4) This tells the spreadsheet we want this cell to be the formula or contents of the next cell we click on.
Screen 13

1) Go to “Sheet 1” – which shows revenues and expenses for a single year.

2) Left click in cell “B11”.

3) Hit “enter”.

EXCEL CHARTS AND GRAPHS
1) Notice that cell “B4” now has the formula “=’Sheet 1’!B11”. It will have the results of that cell, even if you later change the value.

2) Use the “fill handle” to drag the formula through cell “G4”. Put the cursor in the lower right corner of cell “B4”. The cursor should become a black cross. Keep the mouse held down. Drag through “G4” and release the mouse.

3) Drag the formula from “H3” to “H4” again using the fill handle.
Screen 15

1) Highlight cells “A2” through “G4”. Your cursor should be a white cross.

2) Select the insert tab. Choose a line chart from the list of choices.

3) We will use one that has dot points for the data. Select choice one in the second row.
1) This places the chart as an object in the current sheet.

2) To move this to a new sheet, chose “Move Chart location” from the Design tab under Chart tools.

3) Change the location to “New Sheet” with a name of “Chart 2”.

Screen 16
1) Choose a “Quick Layout” for your chart.

2) Go to the design tab of the Chart Tools section. There are multiple layouts available. We will use layout 9 as an example. This is the third choice in the third row.

3) Add a Title. Type “Medical Library Revenues – FY12 & FY13”
1) If there are aspects of the chart you do not like, you may always adjust them. We will move the legend.

2) Left click on the legend to select it. Then right click to bring up format legend.

3) Select “bottom” as the new location.
1) We want the lines to be distinguishable on a black and white printer. We will make the top line a dashed line.

2) Left click on the line for FY13 (it is the higher line).

3) Right click and select “Format Data Series”.

Screen 19
1) Select “Line Style” on the left side of the screen.

2) Make the width equal to 2.5 pt. and select a dashed line under “Dash Type”.

Screen 20
1) Make a similar change to the FY12 line.

2) Choose a width of 2.5 pt.

3) Keep this as a solid line.
Screen 22

1) This is a “Print Preview” of the completed chart.

2) As you can see, you can now distinguish between the fiscal years, even on a black and white printer.