Table & Chart Exercise

Follow the directions below to create a table and chart. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **insertion point** (cursor) is blinking. Always make sure the **insertion point** is where you want the text to be entered. To move the location of the **insertion point**, move the mouse pointer and <u>click</u> or use the arrow keys on the keyboard. When using Tables, move between different cells by using the arrow keys (up, down, left, right) or the *Tab* key on the keyboard.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** button on the *Quick Access Toolbar*. If you can't remember what a command does, move the mouse pointer over it and pause. A *ToolTip* appears describing the button's function.

In the instructions, the following terms will be used:

Click/Select- a single left mouse click.
Command- a button displayed on a tab on the Ribbon.
Key – on the keyboard.

Part One: Create a Table

1. Open a new blank Word document.
2. Type **Tara's Bakery**. Highlight your text and change the **font size** to 20. Then click the **Center** command in the *Paragraph* group.
3. Place the insertion point at the end of the word bakery. Press your Enter key once.
4. Change your **font size** to 11. Click on the <u>Insert Tab</u>. Click on the **Table** command in the *Tables* group.

5. Select the number of columns and rows by moving your mouse over the squares on the menu and clicking when the right amount is highlighted. Create a table with **8** columns (across) and **4** rows (down). The individual boxes are called cells.

Part Two: Entering the Information

1. Your blinking cursor should be in the upper left cell. Press your tab key once. Type **Jan**.
2. Press the *Tab* key once. Type **Feb.**
3. Press the *Tab* key once. Type **Mar.**
4. Press the *Tab* key once. Type **Apr.**
5. Press the *Tab* key once. Type **May.**
6. Press the *Tab* key once. Type **June**.
7. Press the Tab key once. Type **Semi Annual Totals**.
8. Press the *Tab* key once. Your cursor should now be in the first cell of the second row.
9. Type **Cookies.** Click in the first cell on the third row. Type **Cupcakes**. Click on the first cell in the fourth row. Type **Pies**.
10. Click in the second cell on the second row. Type **100**.
11. Press the *Tab* key once. Type **200**.
12. Press the *Tab* key once. Type **120**.
13. Press the *Tab* key once. Type **140**.
14. Press the *Tab* key once. Type **160**.
15. Press the *Tab* key once. Type **180**.
16. Click in the second cell on the third row. Type **185**.
17. Press the *Tab* key once. Type **165**.
18. Press the *Tab* key once. Type **145**.
19. Press the *Tab* key once. Type **125**.
20. Press the *Tab* key once. Type **155**.
21. Press the *Tab* key once. Type **105**.
22. Click in the second cell on the fourth row. Type **110**.
23. Press the *Tab* key once. Type **130**.

24. Press the *Tab* key once. Type **170**.
25. Press the *Tab* key once. Type **150**.
26. Press the *Tab* key once. Type **115**.
27. Press the *Tab* key once. Type **190**.
28. Click in the last cell of the second row. Click the Layout tab. In the *Data* group, click the **Formula** command. In the window that pops up, click OK.
29. Click in the last cell of the third row. Click the **Formula** command. In the window that pops up, click in the formula box where it says =Sum and change the word ABOVE to LEFT, then click OK.
30. Click in the last cell of the fourth row. Click the **Formula** command. In the window that pops up, click in the formula box where it says =Sum and change the word ABOVE to LEFT, then click OK.

Information: To add more rows or columns to your table use the Rows & Columns group in the Layout tab. It contains the commands to Insert a row above or below or a column to the left or right.

Part Three: Formatting the Table

1. Now let's adjust the width of the rows to better fit our text. Highlight the first column. In the *Cell Size* group, change the **width** to **0.9**.
2. Highlight the six columns from Jan to June. Change the width to **0.7.**
3. Click in the Semi Annual Totals cell. Change the **width** to **1.4**.
4. Highlight your entire table by clicking on the *Table Select* icon ⊹ in the upper left hand corner of your table.
5. Click on the Design tab. In the *Table Styles* group, click on the arrow right below the scroll bar on the table styles command menu. This will open a menu of automatically formatted table styles to choose from.
6. Select one of the **Medium Shading 1** styles from the menu by clicking on it. You can see the names of the styles by hovering your mouse pointer over the style image in the menu.

7. Now, click on the arrow next to the **Borders** command and select All Borders from the drop down menu. Click anywhere on the document to unhighlight your table.

Part Four: Method One Creating a Chart from a Table

To create a chart from the table we just completed we must use a chart object instead of a chart illustration. We will cover chart illustrations in method two.

1. First, highlight your whole table except for the Semi Annual Totals column.
2. Click on the <u>Insert</u> tab. In the *Text* group, click on the **Object** command. In the window that pops up, scroll down and select **Microsoft Graph Chart** then click OK.
3. A basic graph of your data and a datasheet will insert in your document. Close the small data sheet window. Use the black squares on the left and right side of the chart to make it wide enough to show all the months.

Part Five: Method Two Creating a Chart from a Table

The second way to create a chart from a table is to insert a chart illustration and input your information into an excel table.

1. First, click below your chart so that the insertion point is blinking underneath it.
2. Click on the <u>Insert</u> tab. In the *Illustrations* group, click on the **Chart** command. In the window that pops up, click on the first column option and click OK.
3. The chart is inserted and an excel spreadsheet opens up on the right. You can rename the categories and series' with your data and change the number values. The chart changes as you change data. You'll also notice that three new tabs are added to the ribbon menu when you create a chart, <u>Design</u>, <u>Layout</u>, and <u>Format</u>.
4. Our chart needs to have 6 Categories and 3 Series. To increase the amount of categories, drag the lower right corner of the blue box outlining the data down two rows.

5. Click on Series 1 and type **Cookies**

6. Press your *Tab* key once and type **Cupcakes**

7. Press your *Tab* key once and type **Pies**

8. Click on Category 1 and type **Jan**

9. Press your Enter key once and type **Feb**

10. Press your Enter key once and type **Mar**

11. Press your Enter key once and type **Apr**

12. Press your Enter key once and type **May**

13. Press your Enter key once and type **June**

1. Click in cell B2 on the second row. Type **100**.

2. Press the *Tab* key once. Type **185**

3. Press the *Tab* key once. Type **110**

4. Click in Cell B3 on the third row. Type **200**

5. Press the *Tab* key once. Type **165**.

6. Press the *Tab* key once. Type **130**.

7. Click in cell B4 on the fourth row. Type **120**

8. Press the *Tab* key once. Type **145**

9. Press the *Tab* key once. Type **170**.

10. Click in Cell B5 on the fifth row. Type **140**

11. Press the *Tab* key once. Type **125**.

12. Press the *Tab* key once. Type **150**.

13. Click in Cell B6 on the sixth row. Type **160**

14. Press the *Tab* key once. Type **155**.

15. Press the *Tab* key once. Type **115**.

16. Click in cell B7 on the seventh row. Type **180**

17. Press the *Tab* key once. Type **105**.

18. Press the *Tab* key once. Type **190**.

14. Exit out of the Excel Sheet. In the <u>Design</u> tab in the *Type* group, click the **Change Chart Type** command.

15. Click on the first Pie option and click OK.

16. Click the **Change Chart Type** command. Click on the fourth Line option which is Line with Markers. You can see the name of a chart by moving your mouse onto it and pausing. A box will pop up showing the name. Click OK.

17. **Information:** To change, add, or delete data, click on the Edit Data command in the Data group and the Excel spreadsheet will open back up.

Part Five: Saving the Document

1. Click on the <u>File</u> Tab and click on **Save** from the menu.
2. When the *Save As* dialog box opens, check under **Computer** in the *Folders pane* to verify that your table is saving to your flash drive.
3. At the bottom of the dialog box, click in the *File name*: area and name your document **Table & Chart Exercise**. You may have to erase the name that is in there first.
4. Click on the *Save* button.

Completed Exercise