

# Tech Tip:

## Creating Graphs and Charts

### How to Create a Graph

1. open a word processing or drawing file
2. select "Show Tools" (under View)
3. click on the spreadsheet tool (the cross)
4. click on the screen and drag the mouse across the page. This should create a box of cells
5. click in the first box and type the first thing you are graphing. Press enter and continue typing in your data.
6. use your mouse and click in the box to the right of your first item
7. type in the number data and press enter. Repeat until all the numbers are entered
8. highlight all the cells you are using
9. under Options choose "Make Chart"
10. select either the bar chart or the pie graph
11. choose shadow or 3-D if you would like
12. click OK



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