

EXCEL EXERCISE #4: Using ChartWizard

Creating the Worksheet:

1. Enter the information in the worksheet below.

	A	B	C	D	E	F	G	H	I	J	K
1	Distributions of Selected General Social Survey Questions										
2											
3	QUESTION #1				QUESTION #2				QUESTION #3		
4					Marital				Church		
5	Gender	Freq.	Percent		Status	Freq.	Percent		Attendance	Freq.	Percent
6	Male	641			Married	802			Never		173
7	Female	825			Widowed	167			Less than once a year		97
8	Total				Divorced	170			Once or twice a year		205
9					Separated	51			Several times a year		232
10					Never Mar	276			About once a month		117
11					Total				2-3 times a month		148
12									Nearly every week		76
13									Every week		298
14									Several times a week		108
15									Don't know; no answer		12
16									Total		

2. Enter the questions below into the appropriate cells as indicated and copy into the cell range that is listed.

- B8: =b6+b7 (copy into cell C8)
- C6: =b6/\$b\$8 (copy into cell C7)
- F11: =sum(f6:f10) (copy into cell G11)
- G6: =f6/\$f\$11 (copy into cells G7:G10)
- J16: =sum(j6:j15) (copy into cell K16)
- K6: =j6/\$j\$16 (copy into cells K7:K15)

3. Format values in percent columns using the percentage format 0.00%

4. Change the column widths as you like.

Your worksheet should look similar to the one below. Save it using the filename **A:GSS.XLS**

	A	B	C	D	E	F	G	H	I	J	K
1	Distributions of Selected General Social Survey Questions										
2											
3	QUESTION #1:			QUESTION #2:			QUESTION #3:				
4				Marital			Church				
5	Gender	Freq.	Percent	Status		Freq.	Percent	Attendance		Freq.	Percent
6	Male	641	43.72%	Married		802	54.71%	Never		173	11.80%
7	Female	825	56.28%	Widowed		167	11.39%	Less than once a year		97	6.62%
8	Total	1466	100.00%	Divorced		170	11.60%	Once or twice a year		205	13.98%
9				Separated		51	3.48%	Several times a year		232	15.83%
10				Never Marri		276	18.83%	About once a month		117	7.98%
11				Total		1466	100.00%	2-3 times a month		148	10.10%
12								Nearly every week		76	5.18%
13								Every week		298	20.33%
14								Several times a week		108	7.37%
15								Don't know; no answer		12	0.82%
16								Total		1466	100.00%

Using ChartWizard to Create a Chart for the Gender Question:

1. Click on cell A6 to make it the active cell, and drag the mouse so that the cell range A6:B7 is highlighted.

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range

This will show you the range of cells that you have highlighted for the chart's contents. If the cell range is what you want, click on NEXT.

Step 2: Chart Type

Select COLUMN and click on NEXT.

Step 3: Chart Format

Select column format "1" and click on NEXT.

Step 4: Data Options

This shows where the ChartWizard is looking for your data and labels to construct the chart. Check to see that the following options have been selected.

Data series in: Column.

Use first (1) columns for X axis.

Use first (0) rows for legend text.

Click on NEXT if this information is correct.

Step 5: Chart Labels

This allows you to dress up your chart as you like. Add the following information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Gender**

Axis title--Category (X): **Gender**

Axis title--Value (Y): **Frequency**

Click on FINISH.

Your chart should look like the one on an attached page.

4. To give your chart a descriptive label, double click on the tab at the bottom of the screen labeled CHART 1. Enter the following name at the blinking cursor: **GENDER**
Click on OK.

5. To return to your worksheet, click on the tab at the bottom of the screen labeled SHEET 1.

Using ChartWizard to Create a Chart for the Marital Status Question:

1. Create a chart for the percentage values for the marital status question. Since the two columns of information you are to use for this chart are not next to each other, the cell range to be graphed must be highlighted in the following manner. Click on cell E6 and drag the cursor to cell E10 (the range E6:E10 should now be highlighted). Release the left mouse button and move the cursor to cell G6. Before you click the left mouse button on cell G6, press and hold down the CTRL on your keyboard. Now you are ready to highlight the cell range G6:G10. (If you try to select the cell range G6:G10 without simultaneously holding down the CTRL key, the first range of cells will no longer be selected.)

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range

This will show you the range of cells that you have highlighted for the chart's contents. If the cell range is what you want, click on NEXT.

Step 2: Chart Type

Select PIE and click on NEXT.

Step 3: Chart Format

Select pie chart format "7" and click on NEXT.

Step 4: Data Options

This shows where the ChartWizard is looking for your data and labels to construct the chart. Check to see that the following options have been selected.

Data series in: Column.

Use first (1) columns for pie slice labels.

Use first (0) rows for chart title.

Click on NEXT if this information is correct.

Step 5: Chart Labels

This allows you to dress up your chart as you like. Add the following information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Marital Status**

Click on FINISH.

Your chart should look like the one on an attached page.

4. To give your chart a descriptive label, double click on the tab at the bottom of the screen labeled CHART 2. Enter the following name at the blinking cursor: **MARITAL STATUS**

Click on OK.

5. To return to your worksheet, click on the tab at the bottom of the screen labeled SHEET 1.

Using ChartWizard to Create a Chart for the Church Attendance Question:

1. Select the cell range I6:J15.

2. Open the INSERT menu. Select the CHART option. Select the AS NEW SHEET command.

3. Respond as follows to the steps in ChartWizard as prompted.

Step 1: Data Range

This will show you the range of cells that you have highlighted for the chart's contents. If the cell range is what you want, click on NEXT.

Step 2: Chart Type

Select 3-D BAR and click on NEXT.

Step 3: Chart Format

Select 3-d bar format "1" and click on NEXT.

Step 4: Data Options

This shows where the ChartWizard is looking for your data and labels to construct the chart. Check to see that the following options have been selected.

Data series in: Column.

Use first (1) columns for categories (X) axis label.

Use first (0) rows for legend text.

Click on NEXT if this information is correct.

Step 5: Chart Labels

This allows you to dress up your chart as you like. Add the following information in the spaces provided.

Add legend: No.

Chart title: **General Social Survey: Church Attendance**

Axis title--Category (X): **Church Attendance**

Axis title--Value (Y): **Frequency**

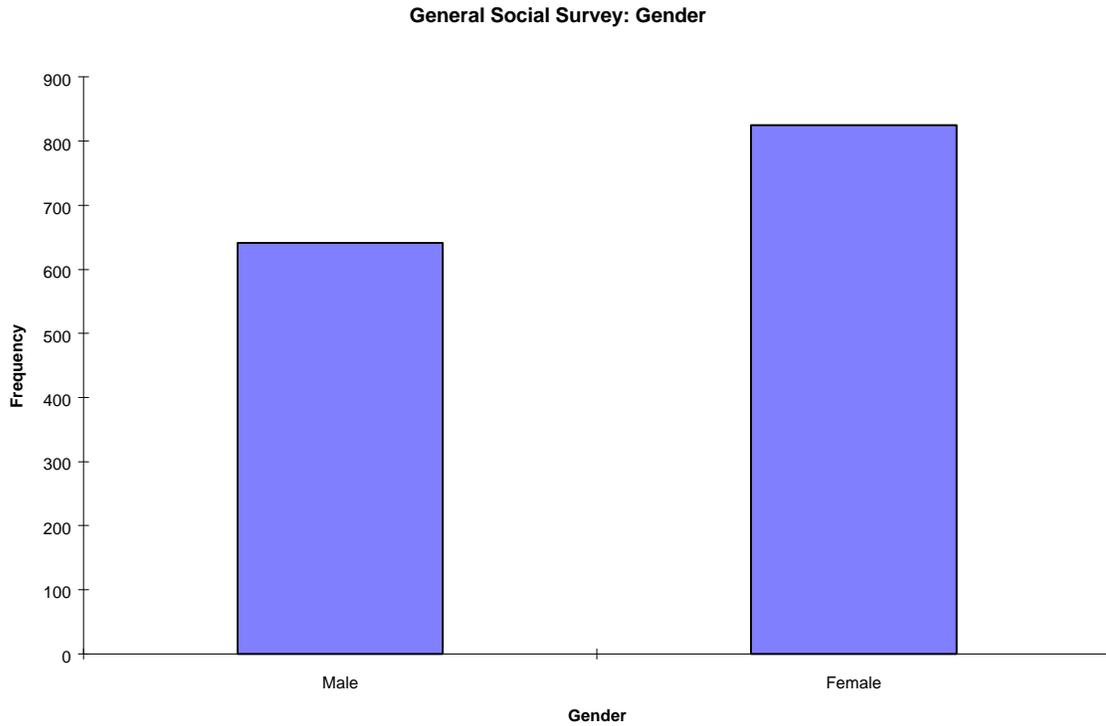
Click on FINISH.

Your chart should look like the one on an attached page.

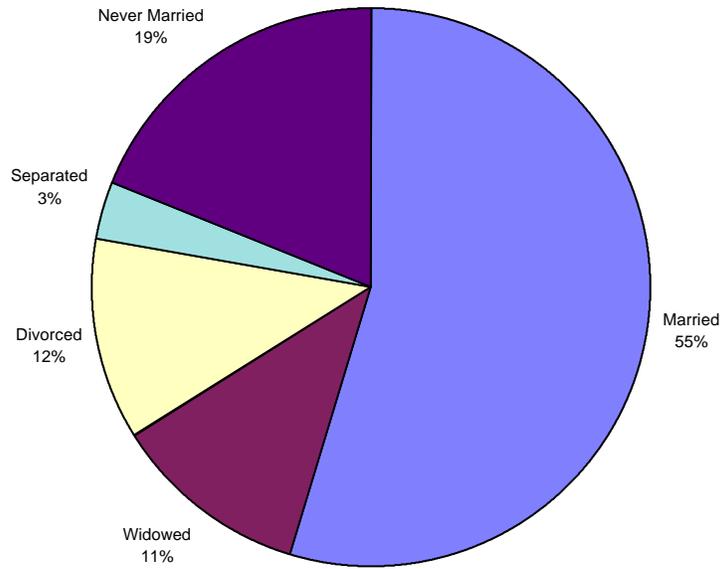
4. To give your chart a descriptive label, double click on the tab at the bottom of the screen labeled CHART 2. Enter the following name at the blinking cursor: **CHURCH ATTENDANCE**

Click on OK.

5. To return to your worksheet, click on the tab at the bottom of the screen labeled SHEET 1.



General Social Survey: Martial Status



General Social Survey: Church Attendance

