

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Microsoft Excel - More

Another great use of Excel is to draw graphs. Let us draw a graph of monthly rainfall over 12 months. Open up Excel, and on a new empty spreadsheet click on cell A1. Type in "Jan" and press enter. In A2 type "Feb" and press enter etc until you have entered "Dec" in A12.

Then click on cell B1, enter the total rainfall for January, then press enter. In B2 enter the rainfall for February etc for all the months, finishing in B12 for the rainfall in December.

Now we'll draw the graph. Firstly we want to tell Excel the information that we want to graph. Click on cell A1, then hold down the shift key with your left hand and use the arrow keys with your right hand to highlight the cells A1 to B12. Then click on the "Insert" menu and the "Chart" option. Now we are going to select the type of graph that we want, for this exercise we'll click on the "Line" option on the left hand list and then click "Next". For this first exercise we will now click on "Finish". However, the next time you try this you may like to use the "Next" key and answer the prompts along the way. For something even more powerful, enter the rainfall for the previous year in the cells C1 to C12. Now highlight the cells A1 to C12 and repeat the above steps to draw the new graph. Now try some other options

- Good Luck.

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