

Create a Bar and Line Chart (no pies today!)

EXERCISE 32

Directions

1. Go to www.office.com, enter your SUHSD e-mail address and password, click on the Excel icon, and choose "new blank workbook". Change the

name the file at the top of screen to **4.32train**. The worksheet is shown in Figure 32.1. Copy the info into your spreadsheet

PASSENGER LOADING PATTERNS
Rush Hour Trains

| | 5 A.M. | 6 A.M. | 7 A.M. | 8 A.M. | 9 A.M. | 10 A.M. |
|---------|--------|--------|--------|--------|--------|---------|
| DURHAM | 150 | 225 | 450 | 300 | 200 | 130 |
| FENSTER | 70 | 125 | 285 | 350 | 60 | 50 |

Figure 32.1 "4.32train"

3. Name the worksheet tab **LOADPAT**. **Make a duplicate of LOADPAT and name it LOADPATBAR**
4. Create a line chart (on **LOADPAT**) with markers showing the number of passengers who board trains at both stations during the rush hour (5 A.M. to 10 A.M.). **NOTE:** Select the range indicated by the shaded cells shown.
 - a. Use the train times as x-axis labels.
 - b. Use passenger traffic data at **DURHAM** as the first data series, and passenger traffic data at **FENSTER** as the second data series.
 - c. Enter **TRAIN TIMES** as the x-axis title.
 - d. Enter **PASSENGERS** as the y-axis title.
 - e. Display data labels as values on the outside end



CONCEPT BUILDERS

- Line charts are generally used to show trends and changes over time. Notice that in this exercise, the line chart is used to show passenger traffic during different times of the day on two different railroad lines.
- On a bar chart, the x-axis displays the values, and the y-axis displays the categories.
- Do not select cells that contain blank columns or rows. Hide columns you do not want to plot.



HOT TIPS

To hide columns:

- Select the column you want to hide.
- Click **Format, Hide**.

6. Click the **LOADPATBAR** tab.
7. Create a bar chart as shown in Figure 32.2, using the same data indicated in Step 4. Format it using the Chart tools to look like the graphic below. (your chart colors might be different, and that's OK)

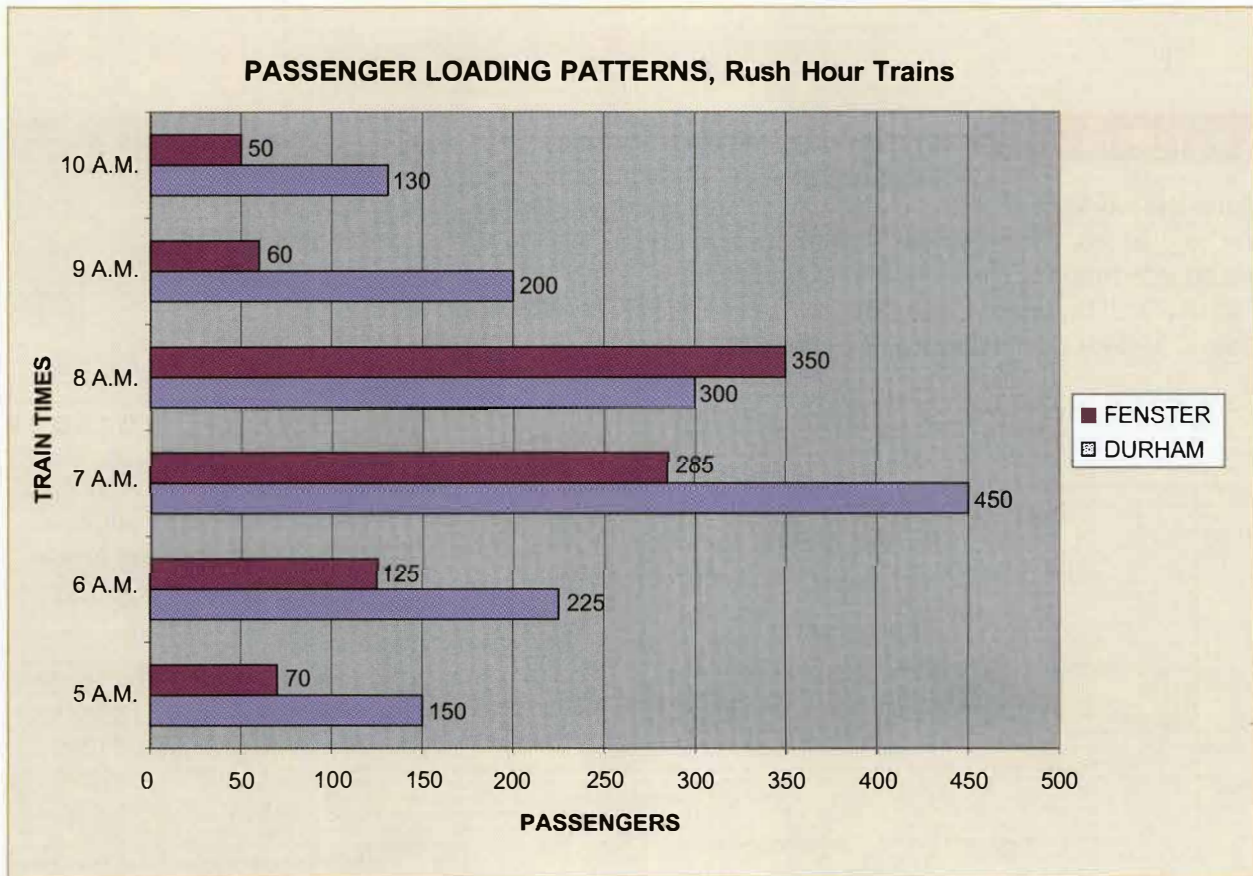


Figure 32.2 "4.32train"

8. Add Data Labels at the outside end of the chart (as shown in the picture above)
9. Share the file with Mr. McLean - lmclean@suhsd.net
10. I suppose you are free....for now. We have more spreadsheets to learn later! :<)