

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: [ssa-tips-feedback@slb.com](mailto:ssa-tips-feedback@slb.com)

## Creating Charts

Charts allow you to present data entered into the worksheet in a visual format using a variety of graph types. Before you can make a chart you must first enter data into a worksheet. This page explains how you can create simple charts from the data.

### Chart Wizard

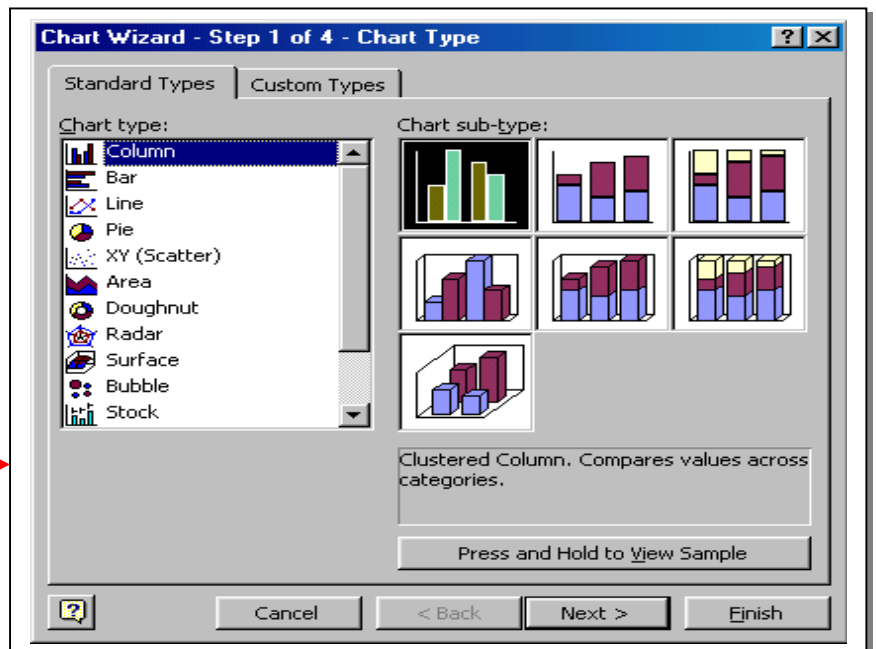
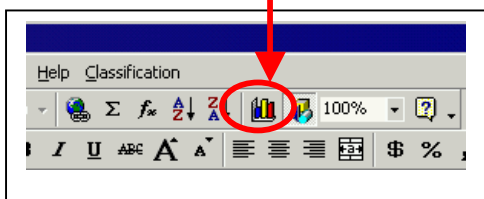


The Chart Wizard brings you through the process of creating a chart by displaying a series of dialog boxes.

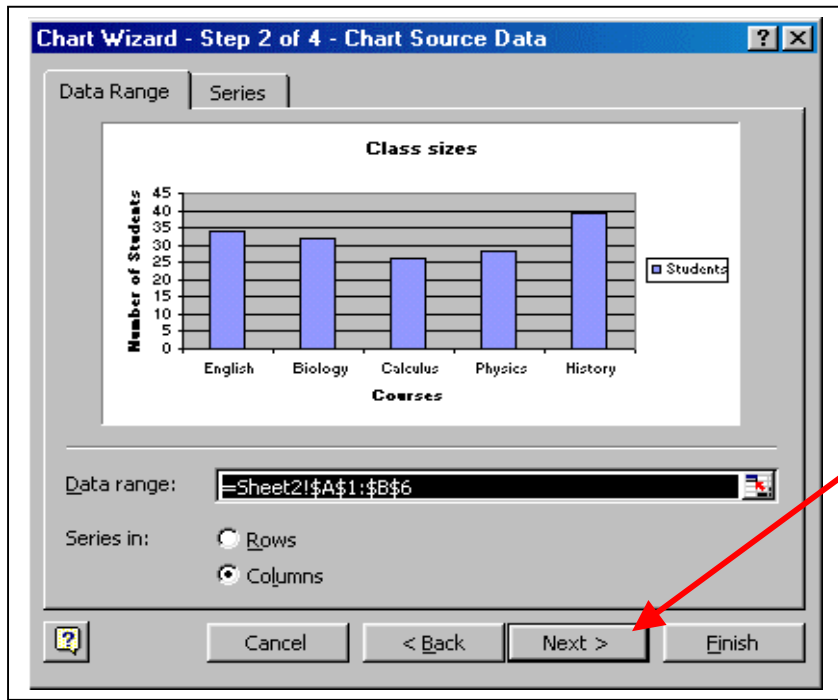
Enter the data into the worksheet and highlight all the cells that will be included in the chart including headers.

	A	B	C
1		Students	
2	English	34	
3	Biology	32	
4	Calculus	26	
5	Physics	28	
6	History	39	
7			

Click the Chart Wizard button on the standard toolbar to view the first **Chart Wizard** dialog box. **Chart Type** - Choose the **Chart type** and the **Chart subtype** if necessary. Click **Next**.

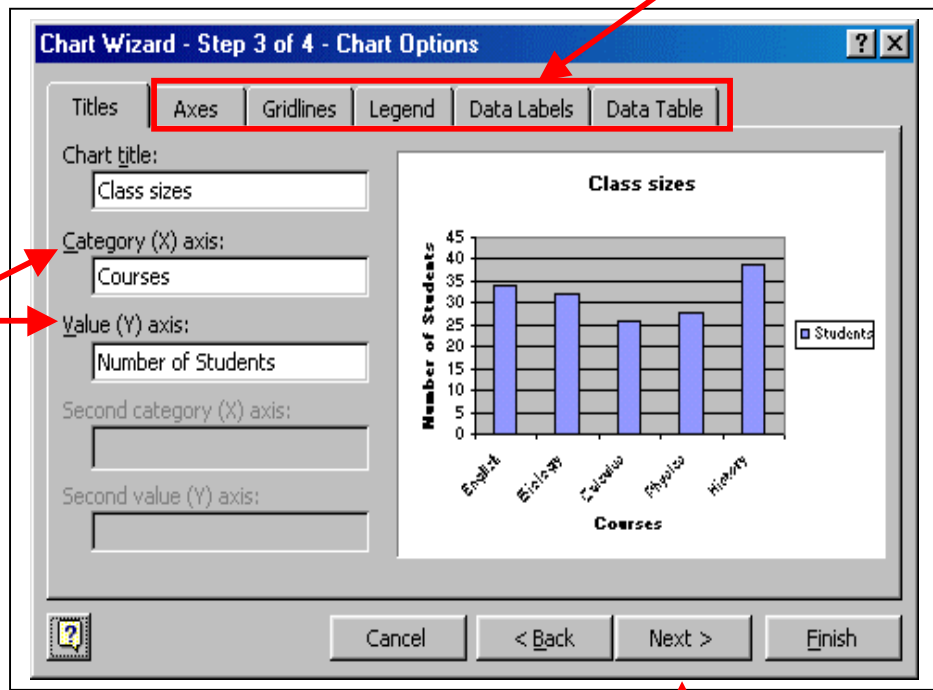


## Chart Source Data



**Chart Source Data** - Select the data range (if different from the area highlighted in step 1) and click **Next**.

Other options for the axes, gridlines, legend, data labels, and data table can be changed by clicking on the tabs.



**Chart Options** - Enter the name of the chart and titles for the X- and Y-axes.

Press **Next** to move to the next set of options