

Creating Pie (Circle) and Bar Graphs with Quattro Pro 10

An **alternate activity** to the text activity in Addison-Wesley *Math Makes Sense, Grade 5*, pp 169-171.

This activity presumes you have already completed the previous activity, "Creating Spreadsheets Using Quattro Pro" (goes with pages 163-165 of the text).

1:
Enter your data starting at cell A1. Use the abbreviations to make the graph easier to build.

Season	Books
Win	1488
Spr	1151
Sum	976
Aut	1259

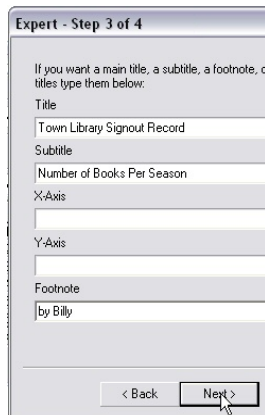
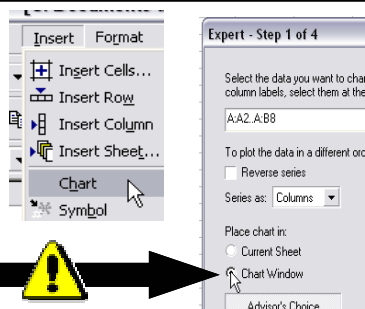
Hint: Now is a good time to save the data. Then, if anything goes wrong with the graph, you can always start again without re-entering the data.

2:
Select the data you will use for the graph. Select cells A1 through B5 by clicking in A1 and dragging into B5. Do not include other cells outside these.

Season	Books
Win	1488
Spr	1151
Sum	976
Aut	1259

3:
Click "Insert" > "Chart"

4:
At step 1 of the "Expert", be sure to select the "Chart Window" button in the lower left of the window. This will ensure that the completed graph opens in its own window, which will make editing, and copying the graph, much easier.



5:
At step 2 of the "Expert", select "Pie" from the Category, and select a 3D graph (or, turn off 3D by clicking the check-mark for 3D so there is no check-mark). Once you have selected the style of pie graph you want, click "Next".



6:
At step 3 of the "Expert", insert a Title and Subtitle; put your name in the "Footnote."
DO NOT tap the **ENTER** key to move to a new line: use the mouse or the TAB key. There is no x-axis or y-axis on a pie graph so leave these blank. Click "Next".

7:
At step 4 of the "Expert", select "No Change" for the color scheme, then click "Finish"

8:

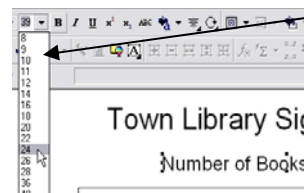
Because you checked "Chart Window" at step 1 of the wizard, your pie graph opens in its own window.

Note that the numbers are the exact values you entered; however, the title is so large it is cut off.

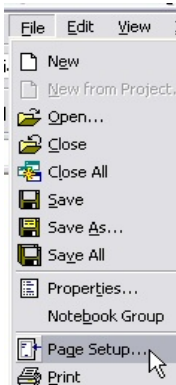


Town Library Signout Record
Number of Books Per Season

9:



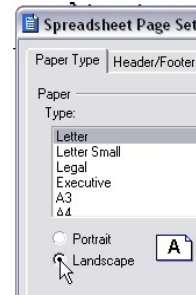
- Click once on the title - you will see small black boxes, called **drag handles** appear above and below the title.
- Change the font size just like you would in a word processor: click on the number and select a smaller number from the drop-down list (try 36: if this is not to your liking, repeat with a different number).
- When the title looks to your liking, click once to remove the drag handles.
- Repeat for the sub-title.



10:

Set things up so your graph prints properly on the page:

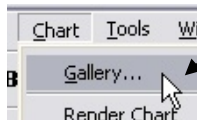
- "File" > "Page Setup"
- In the Spreadsheet Page Setup window, be sure "letter" size paper is selected, then click "Landscape".
- Click "Print"



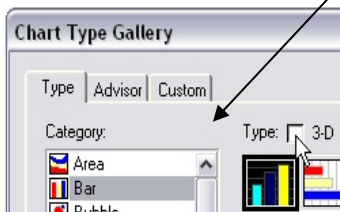
And now, **CHANGING TO A BAR GRAPH**—it's as easy as 3 or 4 clicks when you already have the data.

11:

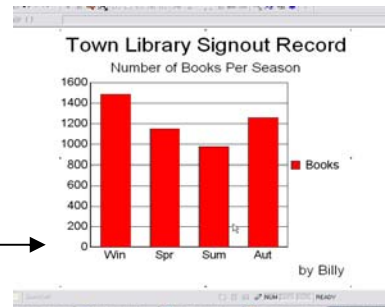
One: Click "Chart" > "Gallery"



Two: Select "Bar" and turn off 3D if you wish.



Three: Click "OK" and you'll get a bar graph showing the same data as your circle graph.

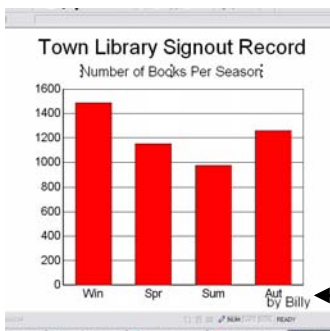
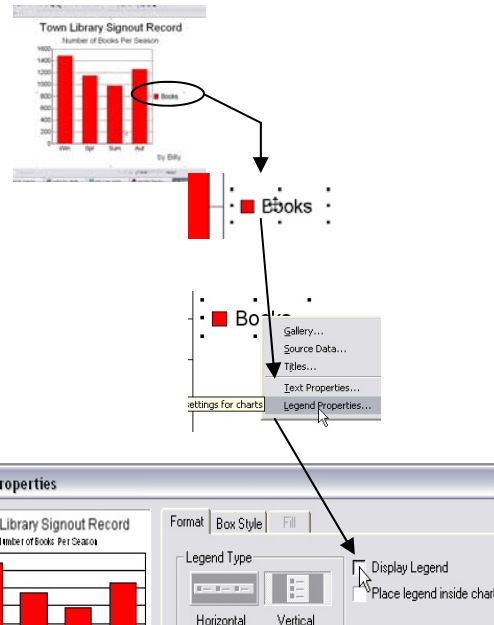


12:

Your bar graph has a different legend than the pie graph; in this case, it's kind of useless to keep the legend as it doesn't add any extra information to the graph.

To eliminate a useless legend,

- Click once on the legend—you'll see it surrounded by drag handles.
- RIGHT-click on the legend, and select "Legend Properties" from the pop-up menu.
- In the pop-up window, un-select "Display Legend" by clicking on the check mark to make the check-mark disappear.
- Click "OK" to finish.



13:

Your "improved" pie graph, without the "useless" legend.

You may note that your name (the footnote) might now overlap the label for "Autumn" (Aut): if this happens to you, click once on your name, and drag the name downwards below "Aut".

14:

Print your bar graph using the same steps as you used for the pie graph.

Reflecting:

What are some of the advantages of using a spreadsheet to make graphs?

In what ways is a spreadsheet more powerful than "doing it by hand"?