Lecture 2: Data Entry, Tables and Charts by Excel

Tasks:

1. Enter the **Dataset 2**.

2. For following graphs make sure that your charts have **date on the x-axis** and **the counties lie on the y-axis**. Also make sure that your charts have titles.

    a) Create a **line** chart for the entire variables. Include **data table** under your graph.

    b) Create a **line** chart for 2 different variables at a time. Include **minor gridlines** in your graph.

    c) Use **bar**, **column and pie** charts to present your variables.

    d) Plot **scatter** chart between at least any two variables.

3. Create a ***frequency distribution*** table for the variables **BC** and **MC**. This information can be graphed in a simple fashion in the histogram, which could help for a quick visual summary. Redo this question with "cumulative percentages" clicked on.

TIPS for Task 2 (Charts)

- From **Insert** you can select Chart Type (Line, Bar, Column, Pie, Scatter Chart etc.)
  - o **Move Chart Location**
  - o **Select Data** (Remove date from **Legend Entries** and edit date data to **Horizontal Axis Labels)**
  - o **Chart Layouts** (Chart Titles, Data Table, Data Labels, Gridlines…etc.)
  - o **Change Chart Type** (Change Line Chart to Bar Chart)
- For any Changes on Graph chose Design.

TIPS for Task 3 (Frequency Distribution)

*In order for creating frequency tables, first you should activate the Data Analysis[1]. From **Data analysis** you can select **Histogram**. Click the **Input Range** for the relevant variable and its column heading using the mouse then select **Labels**. From the **Output options**, select the **New Worksheet ply**. In your second attempt, click the boxes **cumulative percentage** and **chart output**.*

Frequency Distribution, or histogram is a graph plotting values of observations on horizontal axis, with a bar showing how many times each value occurred in the dataset.

---

[1] ***To activate the Data Analysis*** first click on the (>) button is at the top of the window. Then choose ***more comments*** and then **Excel Options** button at the bottom of the windows which will allow you to make adjustment to Excel. Then, click Add**-ins** and from the Add-ins menu chose **Analysis ToolPak** and **Go** button.
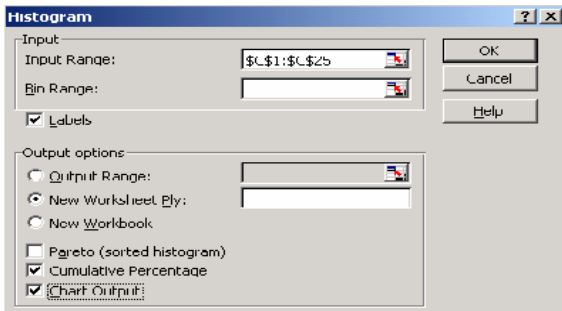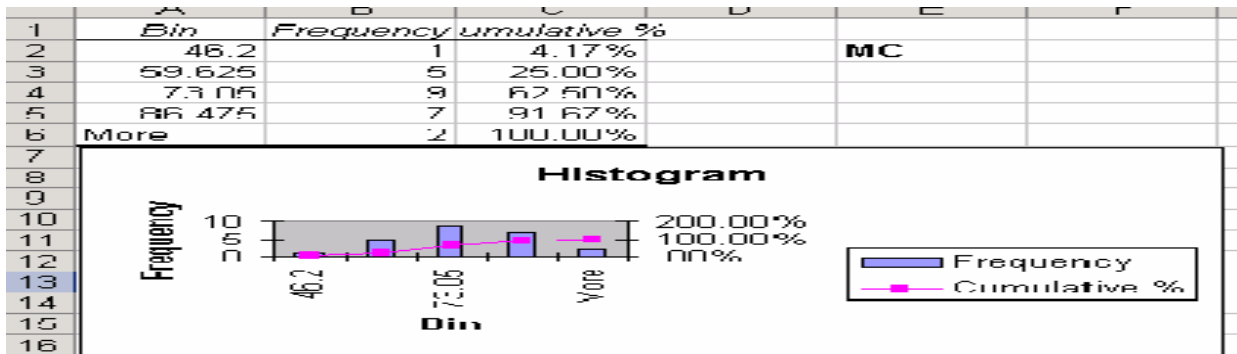
Fig. 1

	A	B	C	D	E	F
1	Bin	Frequency	umulative %			
2	46.2	1	4.17%		MC	
3	59.625	5	25.00%			
4	73.05	9	62.50%			
5	86.475	7	91.67%			
6	More	2	100.00%			

Fig 2