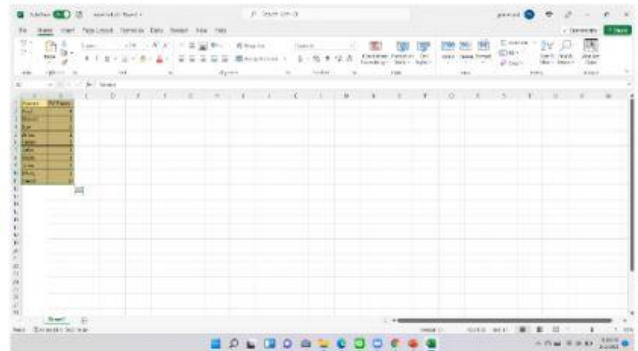


Name: _____ P3/ _____ IEP Date: _____

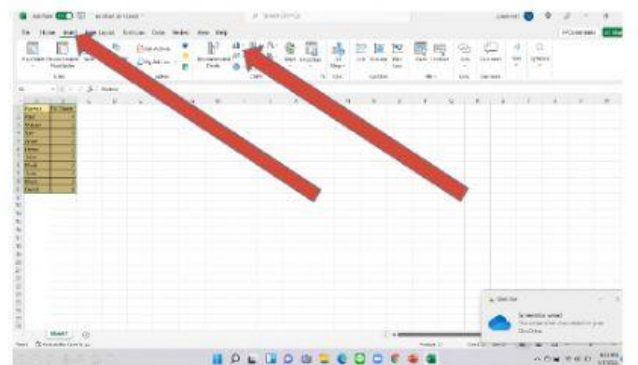
A. How to create a graph in Spreadsheet? Please write 1-7 , order the pictures of the steps in creating graph and match with the correct sentence.



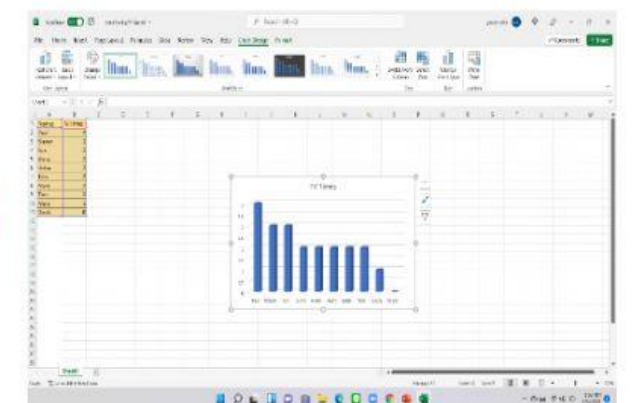
• Click on cell A₁. Hold the mouse button down and drag the pointer to cell B₁₁. All the data should now be highlighted.



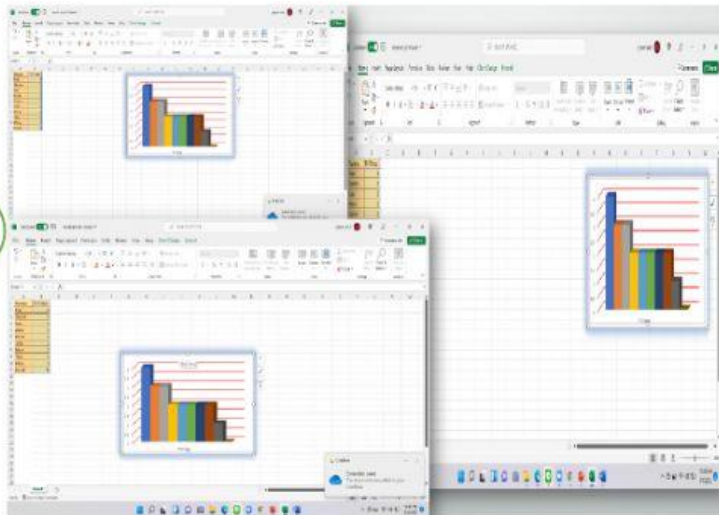
• There will be a choice of what type of graph you want to make. Select the '3D Column' graph.



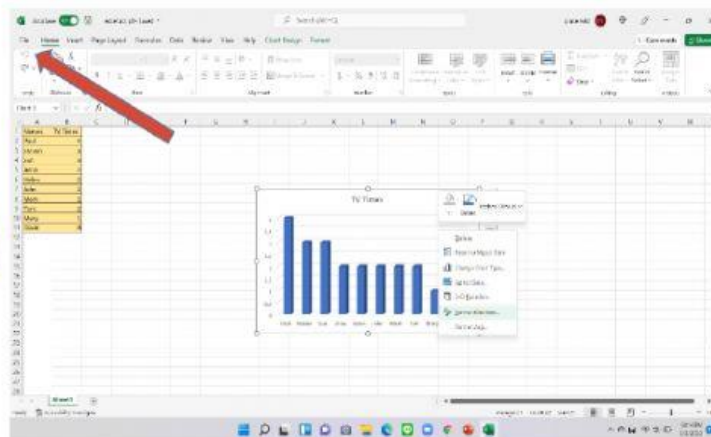
• The graph will be displayed on your spreadsheet.



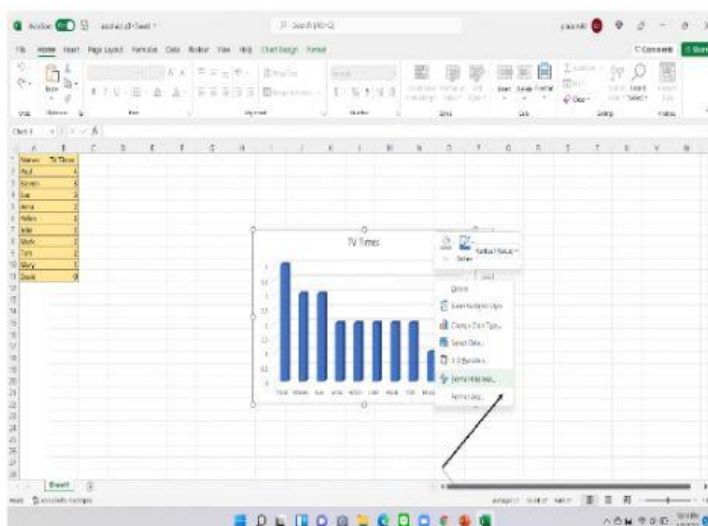
• In the menu bar select the 'Insert' tab. Click on 'Column Chart'.



• Remember you can always correct any mistakes by clicking 'undo' in the menu bar.



• You can change the look of your graph by right clicking on the graph and selecting 'format'



• You can move the graph around by clicking and holding the graph, then dragging it to a new position.

B. True or False.

- _____ 1. You cannot change the look of your graph.
- _____ 2. You can always correct any mistakes by clicking “undo” in the status bar.
- _____ 3. You can select “Insert” tab in the menu bar.
- _____ 4. You can click on ‘Column Chart’ in the title bar.
- _____ 5. You can create a graph of your data.
- _____ 6. To highlight your data, hold the mouse button down and drag the pointer to the cell that you want.
- _____ 7. There will be no choice of what type of graph you want to make.
- _____ 8. You cannot move your graph around the spreadsheet.
- _____ 9. To create a border , click on Border Tab in the format cell box.
- _____ 10. To sort you data in the spreadsheet, Select on “Data” tab in the menu bar then click “Sort”.

