

Spreadsheet Lesson 1

What if you want to display data graphically? You can do it easily in AppleWorks/ClarisWorks, with the Spreadsheet component. Do this sample lesson, and then try to make your own with you own data.

Follow these steps:

1. Start the Apple/ClarisWorks application. Or, if you're already using Apple/ClarisWorks, go to the **File** menu and pull down to **New**, to create a new document.

2. Choose **Spreadsheet**, click **OK**.

*These spreadsheet grids show the way your data should appear.

3. The spreadsheet appears. Cell A1 is highlighted, and the arrow cursor has become a large plus sign.

	A	B	C
1			
2			
3			
4			

4. Type **Gifted Program Final Grades**. This will serve as the title for the graph. You can just start typing, and the letters will appear in the entry bar (above). If you make a typing error, just use the delete key to make corrections

	A	B	C
1	Gifted Program Final grades		
2			
3			
4			

5. Press return when you're done to highlight cell A2.

6. In cell A2, type **A's**, then press return (or the down arrow)

7. In cell A3, type **B's**, then press return (or the down arrow)

8. In cell A4, type **C's**, then press return (or the down arrow)

9. In cell A5, type **D's**, then press return (or the down arrow)

10. In cell A6, type **F's**, then press return (or the down arrow)

	A	B	C
1	Gifted Program Final Grades		
2	A's		
3	B's		
4	C's		
5	D's		
6	F's		
7			
8			

11. Now, click with the plus sign in cell B2. This time, you will type numerical entries that correspond to the number of students in the class who received each final grade.

12. In cell B2, type **9** , then press return or down arrow.
13. In cell B3, type **13** , then press return or down arrow.
14. In cell B4, type **6** , then press return or down arrow.
15. In cell B5, type **2** , then press return or down arrow.
16. In cell B6, type **0** (zero), then press return or down arrow or enter (as it is the final entry. After clicking enter, no cells are highlighted).

	A	B	C
1	Gifted Program	Final Grades	
2	A's	9	
3	B's	13	
4	C's	6	
5	D's	2	
6	F's	0	
7			
8			

17. Now that you've entered all the data, you're ready to make the chart. To do that, you need to select (highlight) the cells that contain data that you want to chart.

Click in cell A1, hold down the mouse button, and drag the selection down to cell B6. All of your cells should be highlighted. Cell is only outlined, though.

With all of your data selected, go to the **Options** menu in the menu bar, and pull down to **Make Chart**.

18. The **Chart Options** dialog box opens. In the Gallery, the Bar Chart is already selected as the default (automatically chosen) chart. To see your chart instantly, just click **OK**.

19. The chart appears over the spreadsheet. It will have little squares at each corner (called "handles"). When the handles are present, you can resize the graphic wider, narrower, larger or smaller as you like. Be careful, though, because the text within the graph will also be distorted proportionally. (This is especially important if you have long data names.)

