



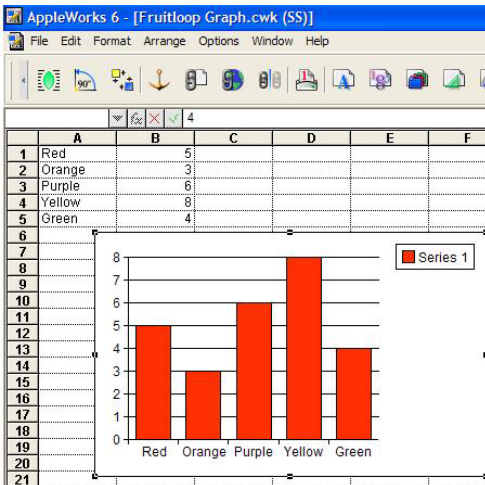
## Creating Bar Graphs in *Appleworks*

### Step One

1. Logon and open *Appleworks* in your Class Folder.
2. Choose 'spreadsheet' and click okay.
3. In the first column, type the categories of your data (for example - for Fruitloops - type in Fruitloop colours - orange, green, etc.).
4. In the second column, type in the data you collected from each colour.
5. Highlight the columns containing the information (column A & column B).
6. Click "Options" from the Menu bars - Choose Make A Chart.
7. Select the type of chart you want ( Bar or Pie). Click OK.

	A	B	C	D
1	Red	5		
2	Orange	3		
3	Purple	6		
4	Yellow	8		
5				
6				
7				
8				
9				
10				
11				

Now you have a graph that requires some formatting.



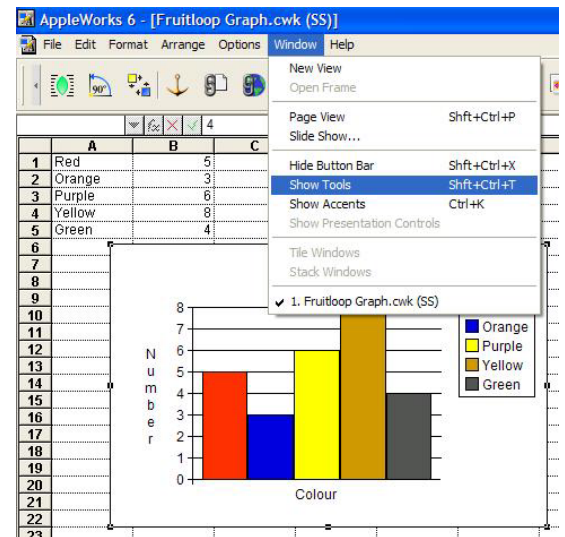
### Step Two

1. Double click inside the graph to bring up the Graph Options.
2. Your graph needs a title. Go to Labels and enter a title.
3. You may select the location of your title by using the radio buttons on the left side of the window. You may also select the location of your legend.
4. Click on Axes. Label the "Y" axis "Number" and the "X" axis "Colour".
5. You may resize your graph by dragging on the handles.

### Step Three

It would be nice for the graph to represent the real colours of the Fruitloops.

1. Click on General.
2. Click on the button Series in Rows. Click OK.
3. Notice that each bar is now in different colours but they may not match the Fruitloop colours.
4. Select 'Window' on your Menu bar.
5. Choose 'Show Tools'.
6. Click inside the tiny colour box in the Legend of your graph. You will see a tiny circle
7. Use the colour palette under the paint can. Select the correct colour and click on it. Do the same for all of the colours.



### Step Four

The last step is to copy and paste the graph into an *Appleworks Draw* document before printing.