

ICT Instructions Week 2

L.I. to adapt a previously created graph to add axis and titles

Open unfinishedgraphs

The numbers on the spreadsheet are represented by columns on the graph. Change a number and watch the graph column change.

Right click on the graph and you will be able to modify it by selecting:

Chart Type (What type of chart to use line/bar/pie etc)

Move Chart (Into its own page or as an object on the spreadsheet page)

Left click on the graph and move up to the

Layout Tab to add a title and label the axis

Activity

Adjust the graphs on unfinishedgraphs