

Excel Pictographs

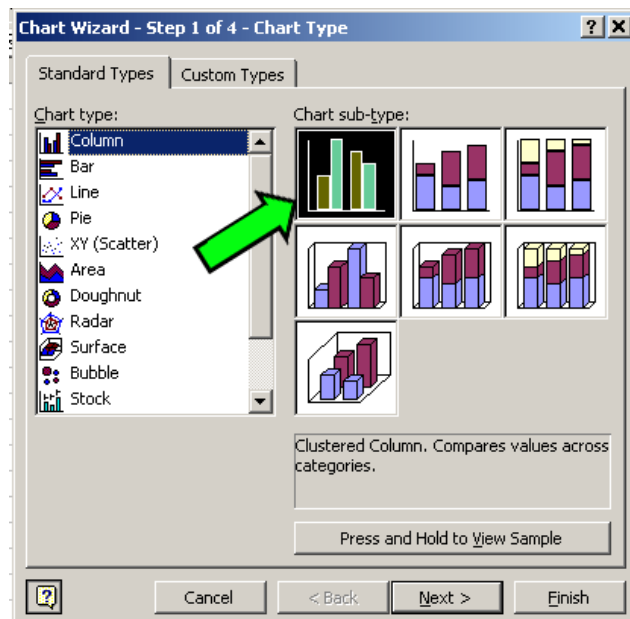
1. Using Excel, input the data in a spreadsheet:

blue	5
green	4
yellow	3
red	6
brown	8

2. Highlight the data in the spreadsheet and click the **Chart Wizard** button on the Excel toolbar:

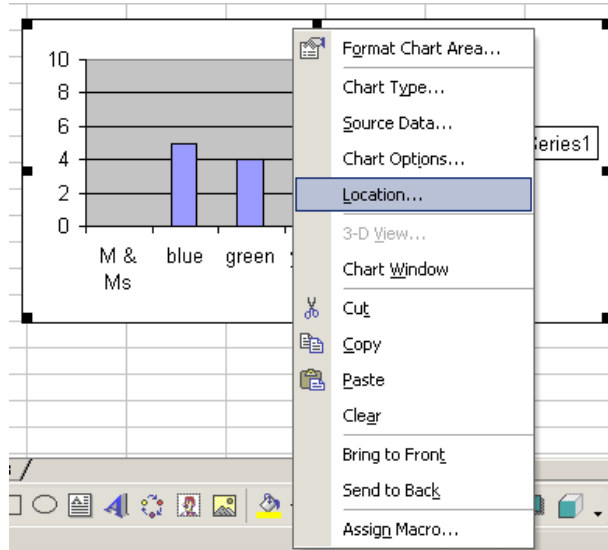


3. In the Chart Wizard Step 1 screen select the **Column** type and the first column chart sub-type option:

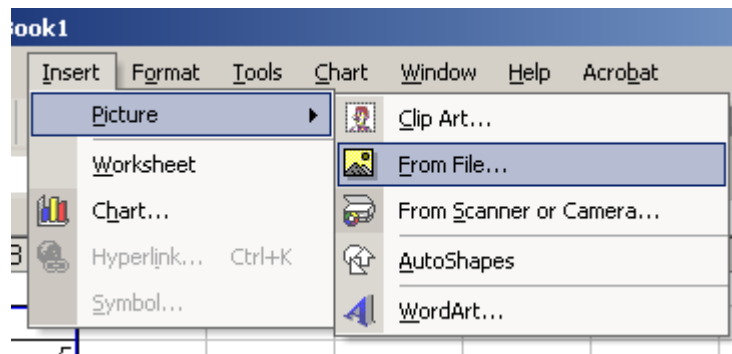


Click the **Finish** button and move or resize the chart as desired. To move the chart to a blank spreadsheet, right click the chart and select Location...As New Sheet. Click clear to remove the background.

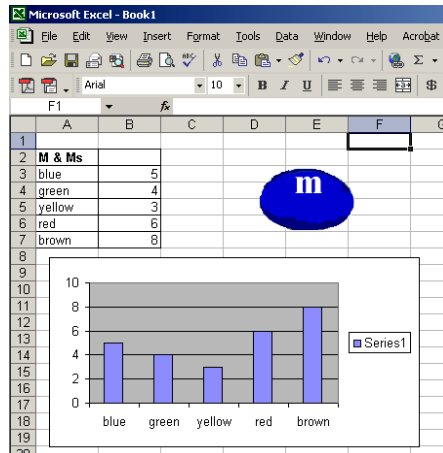
4.



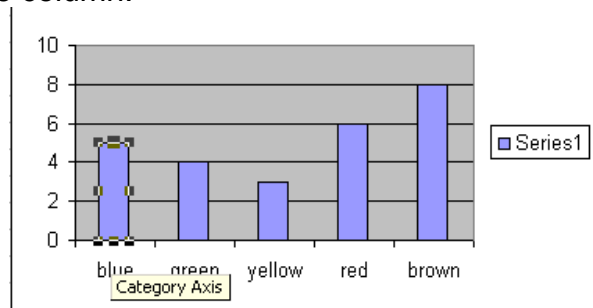
5. Make sure the chart is not selected by clicking on any cell within the spreadsheet. Then click **Insert** from the Excel menu. Choose **Picture...From File**.



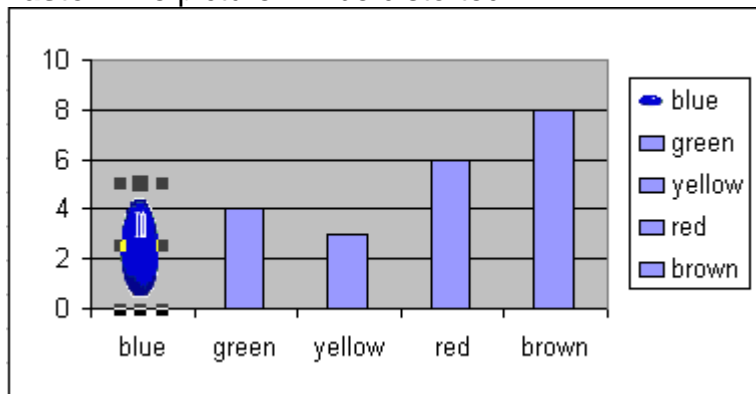
6. Select the picture you want to use for the pictograph. One picture could be used for all columns in the graph or a different picture could be used for each individual column.



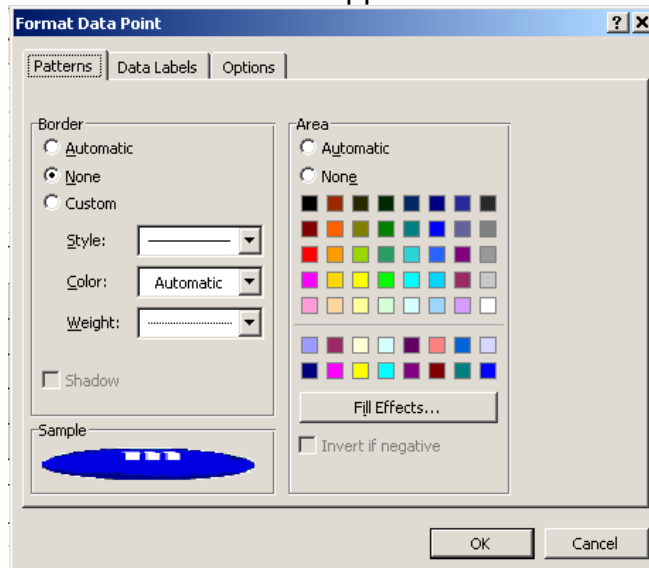
7. Create a copy of the picture by clicking the picture to select it, then click **Edit...Copy**.
8. Next click the first column on the graph until you see the select boxes appear just around that column. This may take several clicks to select only that one column.



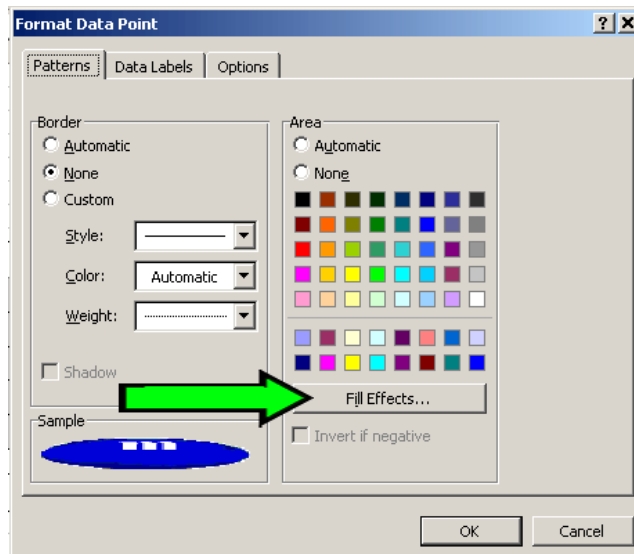
9. After one column has been selected, paste the picture by clicking **Edit...Paste**. The picture will be distorted.



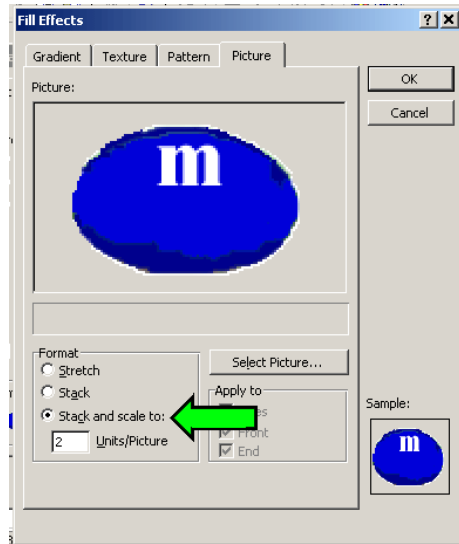
10. Double-click the first column which now has a distorted picture. A **Format Data Point** window will appear.



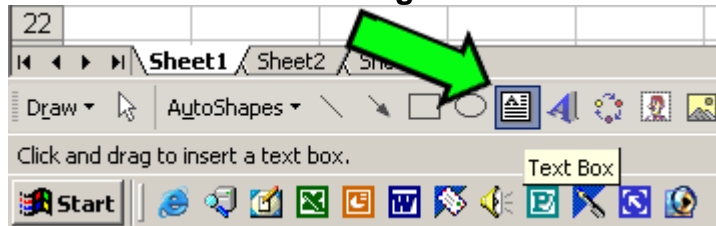
11. Click the **Fill Effects** button:



12. Click the **Stack and Scale Unit to:** radio button. The number that appears in the **Units/Picture** indicates how many each picture represents. Type the desired number and click **OK** twice to return to the graph.



13. To complete the graph, select each column and paste the desired picture.
14. To add a legend use the Text tool found in the **Drawing Toolbar**. To view this toolbar at the bottom of the screen, click **View** from the Excel Menu... **Toolbars... Drawing**.



15. Next click the mouse onscreen where the legend is to appear and type the desired text to complete the pictograph.

