Create a Chart using only Part of the Data

So far you have used all the data available to create the chart. Sometimes the chart only requires part of the data. In this case you should only select the data you require for the chart.

The spreadsheet below was a result of recording the number of visitors to two locations at a local coastal region.
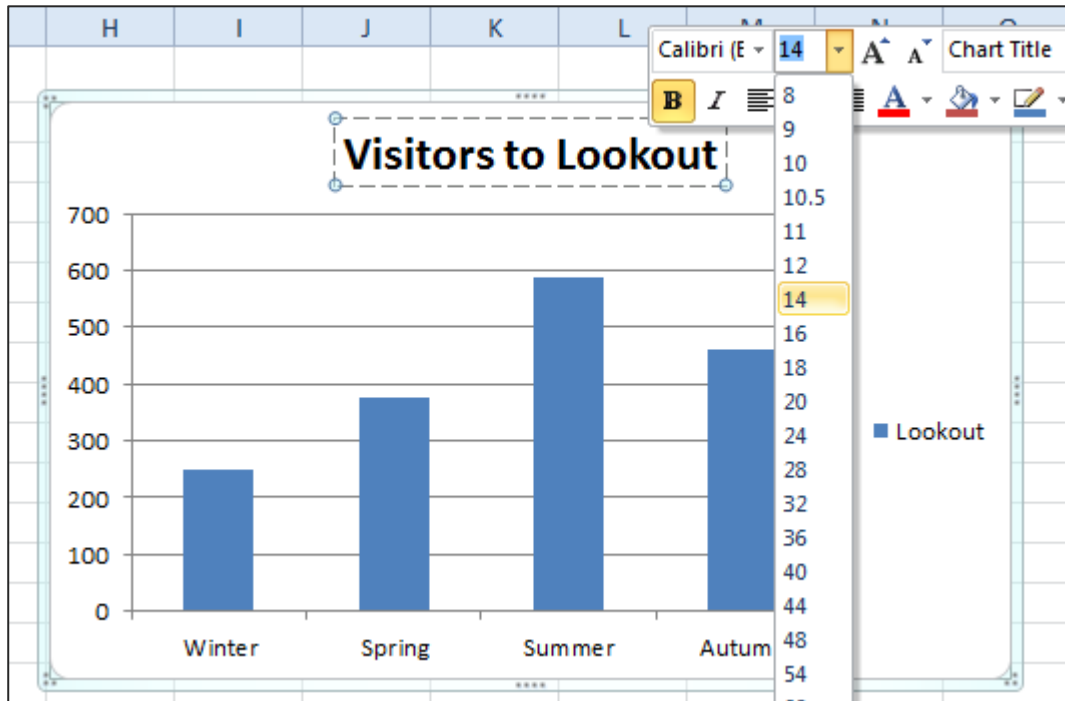
1. Create this spreadsheet and save it as **SHIPWRECK** with your student files.

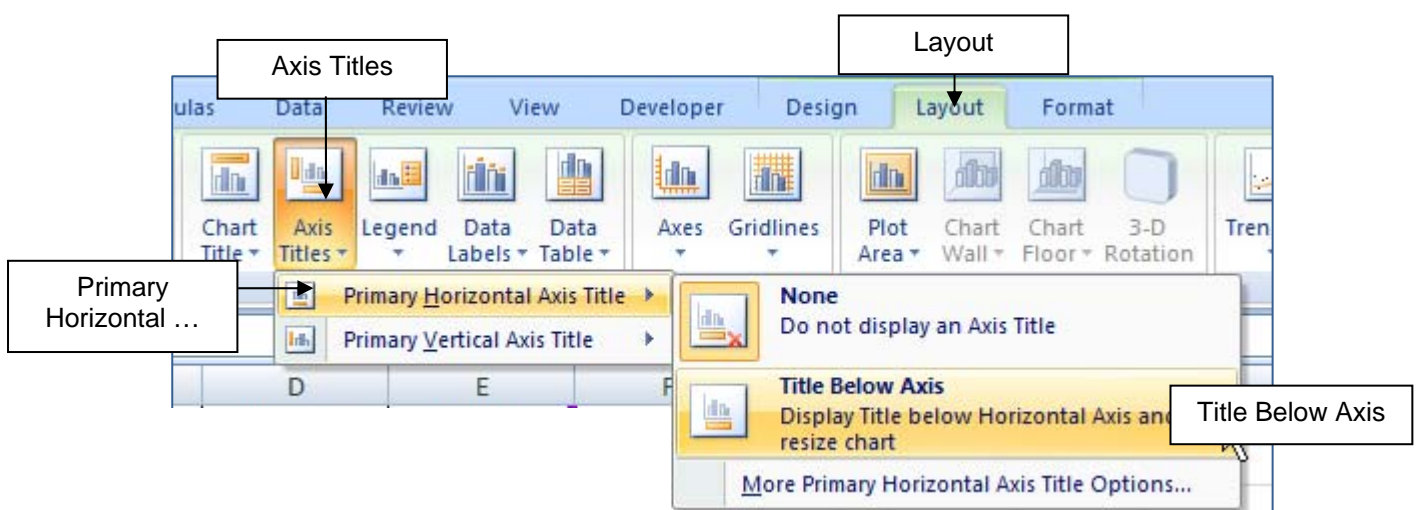|	A	B	C	D	E
1	Visitors to Shipwreck Island Lookout				
2					
3		Winter	Spring	Summer	Autumn
4	Lookout	250	375	586	462
5	Rocks	100	256	325	385
6	Total	350	631	911	847

You are to create a chart to show the number of visitors to the **Lookout** each season. You only need to select **Row 3** and **Row 4** for the data.
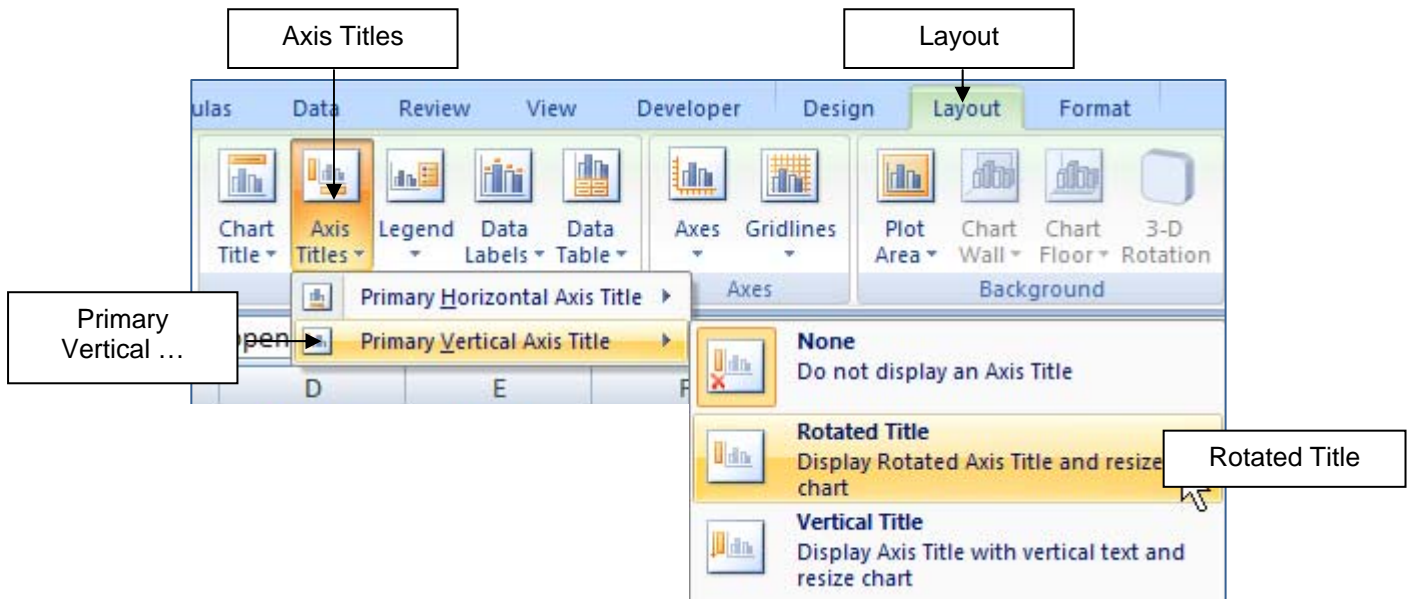
2. Click into the **Title** text box and edit it to read **Visitors to Lookout**

3. Right click on the text and click on the **Font Size** button of the **Mini** toolbar

4. Click on **Font size 14**

5. With the chart still selected click on the **Layout** tab, then the **Axis Titles** button.

6. Click on **Primary Horizontal Axis Title** and select the option **Title Below Axis**.

7. Type **Season** then press **[Enter]** to enter a title for the axis.

8. With the chart still selected click on the **Layout** tab, then the **Axis Titles** button

9. Click on the option **Primary Vertical Axis Title** and select the option **Rotated Title**

10. Type **Visitors** then press **[Enter]** to enter a title for the axis

11. Click on the **Legend** button and click on **None**

Your chart should look like this.