

OCR LEVEL 1  
CERTIFICATE  
FOR IT USERS

NEW CLAIT

2006

Unit 2

Creating Spreadsheets  
and Graphs

for Microsoft Office 2002/2003

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RECOGNISING ACHIEVEMENT



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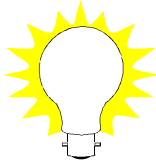
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## Objectives

By the end of this chapter, you should be able to

- use appropriate application software
- insert text and numerical data
- insert and delete rows and columns
- select and amend text and numerical data
- move and copy the contents of cells
- find and replace
- save a spreadsheet

## 1.1 Introduction

A Spreadsheet is the electronic equivalent of a large sheet of paper, ruled in columns and rows and a calculator. It allows the user to store data, names and numbers and do calculations. A simple spreadsheet might be:

Salesperson	Sales		
	Oct	Nov	Dec
Brown, A	£2,300	£3,100	£1,900
Green, B	£3,500	£4,200	£3,600
Gray, J	£1,600	£2,000	£2,100
TOTAL	£7,400	£9,300	£7,600

You can see that the spreadsheet has names, numbers and calculated totals.

In order to insert data the spreadsheet is divided into cells, and each cell has a unique reference. This is shown below:

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



## 1.11 Copying (Duplicating) Data - Copy and Paste

This is similar to Cut and Paste, but in this case the data will not disappear from the spreadsheet.



*Copy icon*

To copy data, **select** it and either click on the **Copy icon**, the button with two documents, or select **Edit** on the **Menu** bar. Move the cursor to point where the data is to be copied. **Paste** the text.

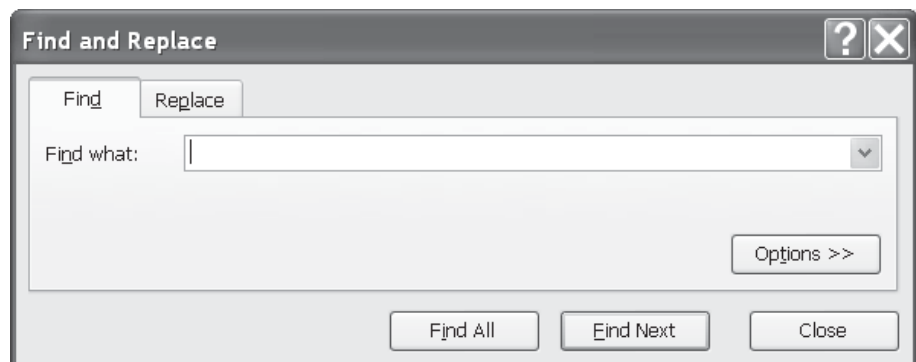
To copy data between spreadsheets, open the spreadsheets, **Copy** the data from the source spreadsheet and **Paste** it into the second.

## 1.12 Find and Replace

### A Find

At times, it is convenient to search a spreadsheet to find data. To do this, select the **Edit** menu from the **Menu** bar and click on **Find**.

This produces the following dialog box.



Key in the word to be found in the **Find What** box. Click on **Find Next** button, and the cursor will move automatically to the selected cell data. Click on **Close** to end the search.

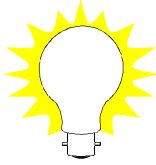
### B Replace

At times, it is convenient not only to find an item of cell data, but also to replace it with another item of data. To do this select the **Edit** menu from the **Menu** bar and click on **Replace**.

At the **Find What** prompt, key in the data to be found. At the **Replace With** prompt, key in new data. Click on the **Replace** button to replace each item of data individually. This enables you to leave some of the occurrences of the word unchanged.

If you wish to change every occurrence of your specified word click on the **Replace All** button.





## Objectives

By the end of this chapter, you should be able to

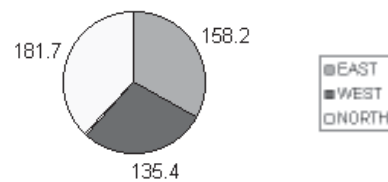
- use appropriate application software to produce graphs and charts
- create and use a pie chart
- create and use a line graph
- create and use a bar/column chart
- select a single data set
- select a comparative set of data
- select a subset of a single data set

In this part of your course, you are expected to be able to distinguish between pie charts, line graphs and bar/column charts and understand how to create and format them. You are expected to understand how to select a variety of data sets for display in graphical form, using continuous data, and how to compare two sets of similar data using line graphs and bar/column charts.

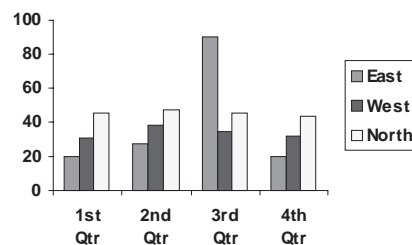
## 3.1 Introduction

Graphs and Charts provide ways of showing numerical data in a visual way. Examples are:

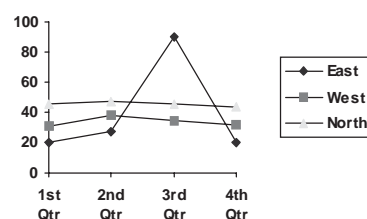
A pie chart



A bar chart



A line graph



## 3.5 What is a Data Set?

A data set is a number of items of data that are grouped together for some purpose. The data can be text or numbers. For instance, the following are data sets:

Jan, Feb, March, April, May, June

10, 15, 89, 45, 92

Terraced, Semi-detached, Detached, Maisonette, Flat.

A data set can be in the form of a table, e.g. the data used in Activity 3.1:

Group	Month		
	Jan	Feb	March
A	32	25	34
B	21	28	31
C	25	30	32
Total	78	83	97

The full data set is shown in the table above.

The row A                    32    25    34    is a subset of the data, and

the column                Jan  
                                  32  
                                  21  
                                  25                    is also a subset of the data.

## 3.6 Selecting a Single Data Set

A single data set is when there is only one set of data to be used in a graph, e.g.

Choco Bars	32
Yummy Bars	41
Crunchy Bars	31
Sticky Bars	28

Single data sets are most commonly used to produce Pie Charts. A pie chart shows each item of data as a percentage of the whole - as a slice of pie.



## 3.8 Selecting a Subset of a Large Data Set

To select a subset of a larger data set, simply click and drag over the data you wish to include in your chart.

## 3.9 Selecting Data From Non-adjacent Columns/Rows

To select data from non adjacent columns/rows hold down the Control key then click and drag over the first section of data you wish to include in your chart. Then, keeping the control key held down, click and drag over the next piece of data, and so on.



### Activity 3.7

1. Open Excel and open **sheet1**.
2. Create a pie chart for the March data.
3. Save the spreadsheet as **sheet7** and close Excel.



### Activity 3.8

1. Open Excel and open **sheet2**.
2. Create a pie chart for the 1st Quarter data.
3. Create a bar chart for the comparative data in the 2nd and 3rd Quarters.
4. Save the spreadsheet as **sheet8** and close Excel.



### Activity 3.9

1. Open Excel and open **sheet3**.
2. Create a pie chart for the Winter data.
3. Create a pie chart for the North Branch data.
4. Create a bar chart for the comparative data in the South and West Branches.
5. Save the spreadsheet as **sheet9** and close Excel.

