



1-2-3 to Use any SPREADSHEET to make a Graph:
(Use the "Chart" in Excel, Appleworks, or Microsoft Works.)

- 1.** Type your T-Chart data into the cells.
Leave the A1 (corner cell) empty.

	A	B	C
1	Leave blank		
2			
3			

- 2.** Highlight your data.

- 3.** Chart your data. Check the menu bar, pull-down menus and icons for "Chart".

- Then:
- Save As with your Name, period and short title to YOUR network FOLDER (Laptop) or the assigned folder (iMac).
 - Add Title, Labels and Your Name.
 - Use Print Preview to check.
 - Size with the "Handles" to the size you need.
Or, change the page size to 65% for about ¼ page.
 - Print Preview again! Save again!
 - Print or copy and paste to another document.

Your Notes:
