Using Computers
Spreadsheets
Task 3

Task 3a

Regional Development Agencies should be placing a higher priority on boosting locally available childcare, according to the TUC. The Table below shows figures from the Daycare Trust. Your task is to enter this information into an excel spreadsheet and produce a column chart to illustrate the data graphically.

Region	Nursery Cost
Inner London	£149.00
Outer London	£146.00
South West	£118.00
South East	£133.00
Eastern England	£139.00
West Midlands	£103.00
East Midlands	£108.00
Yorkshire and Humberside	£99.00
North West	£99.00
North East	£103.00

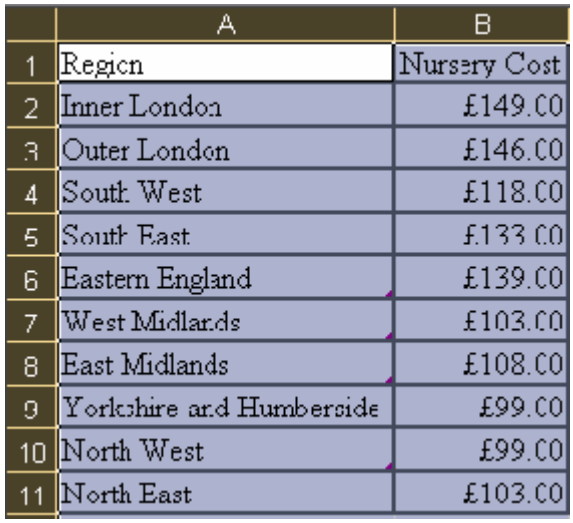
Task 3b

A local workplace has a number of staff in various unions dependent on their individual trades. UCATT have 1034 members on the shop floor, the GMB have 207 shop support workers and MSF have 349 members in the design and engineering areas. The total workforce at the plant is 1925. Produce a 3D Pie chart showing the membership of each union and the percentage of non-members.

Methodology Task 3a:-

Open up a new Excel® workbook and enter the information as shown below. (left hand side)

	A	B
1	Regicn	Nursery Cost
2	Inner London	£149.C0
3	Outer London	£146.C0
4	South West	£118.C0
5	South East	£133.C0
6	Eastern England	£139.C0
7	West Midlands	£103.C0
8	East Midlands	£108.C0
9	Yorkshire and Humberside	£99.C0
10	North West	£99.C0
11	North East	£103.C0

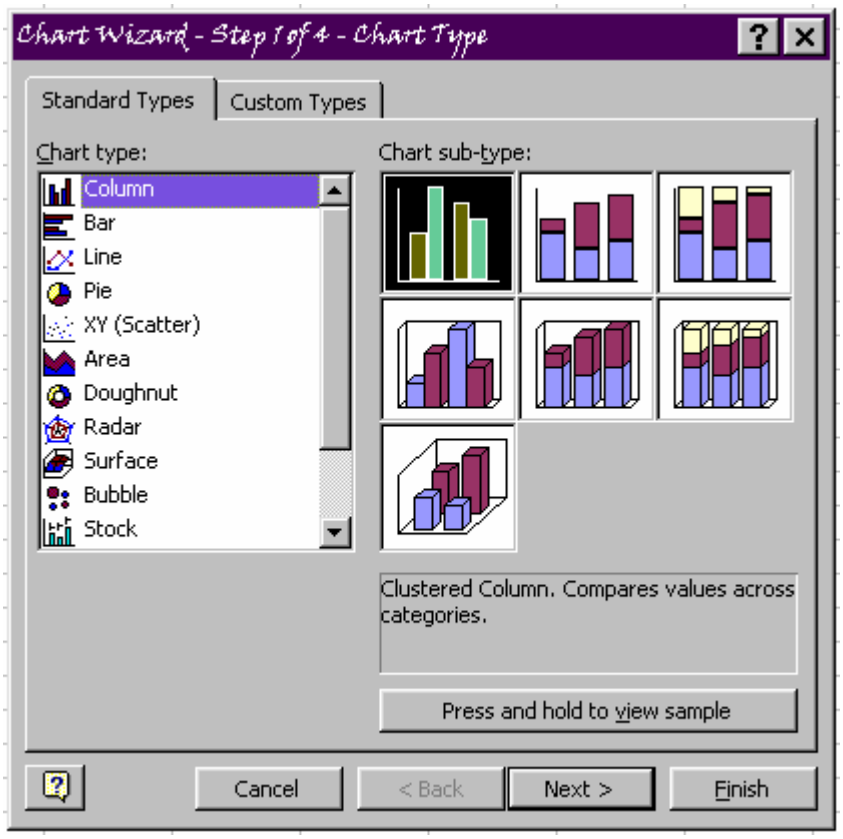


Now that you have all of the data entered you can start producing your chart. First you need to select all of the data that you want to include. To do this click on the cell A1 and then drag down and across (keeping your finger on the left mouse button) until you get to cell B11. The screen should look like the right hand section above. Notice that the cell A1 has stayed white, this is quite normal, when selecting a range of data the first cell that you click in stays white. This is part of your selection!

The process of producing your graph / chart is a four stage one,

1. Decide what type of chart you want.
2. Ensure that the chart is showing the information you intend
3. Customise the chart's appearance
4. Define where you want the chart to be

To begin the process select Insert + Chart. You will see this panel displayed: -

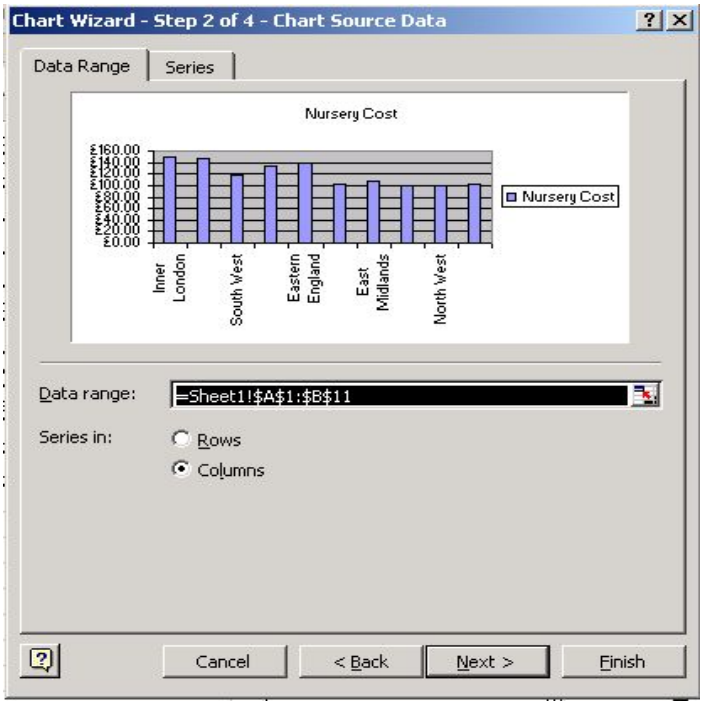


The box on the left shows the different types of chart that are available, the options on the right are different options for the chart type selected. The option shown selected here is a 2D column chart, which will show a separate set of columns for each of the series of data included. This is the option you require for this task. The 2nd option shows each series stacked on top of one another, the third option plots each series as a percentage of the others. The options below these are the equivalent 3D options. These can look very good but do not choose them just because they are there, 3D can make a graph difficult to interpret. Use them only when the visual impact of the change in data is more important than the specific values.

There are so many chart options in Excel that you will never get to use them all. Once you have completed this task try running through it again trying some of the other options.

When you have selected the options you want click Next button to progress to stage 2.

When you have done so you will see this panel:

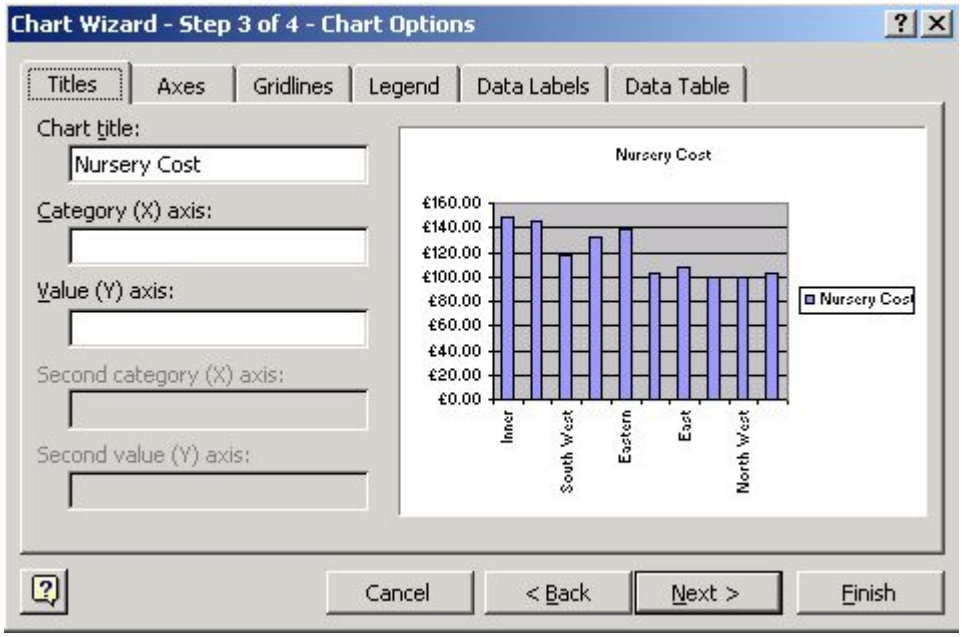


Excel looks at the data that you have selected and has a guess at what you are drawing a graph of. In this case it has guessed correctly; the regions from Inner London through to North East are shown along the bottom (the X axis) and a scale in blocks of £20.00 is shown up the right hand side (the Y axis). The blue columns show the cost of each region. If your chart does not look as it should you will need to click on the Series button and further define the chart there.

The series panel allows you to add and remove data from the graph and also select the information that is displayed as the labels along the X axis.

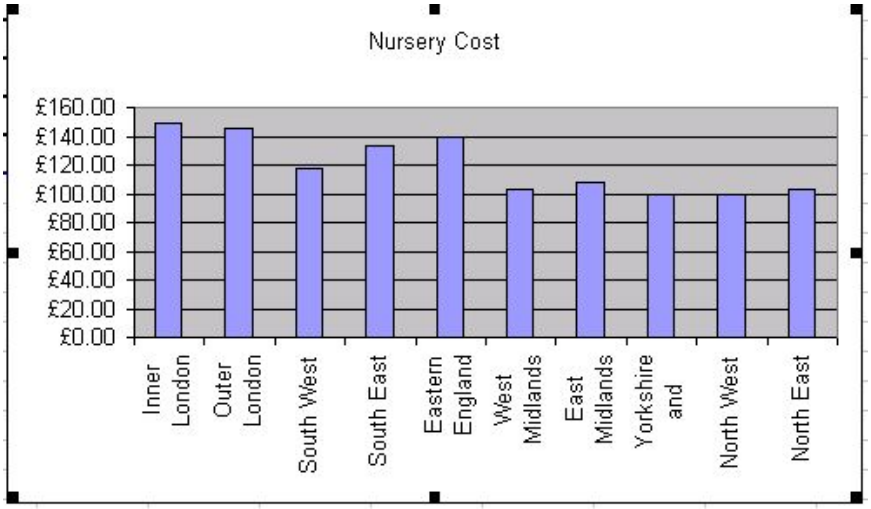
When your graph is showing the correct information click on Next to progress to stage 3.

The next panel looks like this: -



This stage customises the appearance of your chart. You can add a title, labels, gridlines etc etc. Click through the various options and look at the effect on the chart preview. The main option I would recommend for this job is to select the Legend tab and deselect the Show Legend option. As there is only one series and the chart title tells us what it is there is no point in taking up space on your graph with a legend (or Key).

When you have customised your chart's appearance click Next to move to stage 4. Stage 4 asks if you want your chart to be an object on the spreadsheet of a full sheet of its own; we will cover this later. Just click Finish to see your chart.



When the chart is selected 8 black squares appear around the edge (shown above). If you select print now you will get a print of your chart that fills a sheet of A4 paper. If you still wish to make further changes to the appearance just double click on the item you want to change and see what options are available – they are almost endless. For example, double click on one of the blue columns to change its colour.

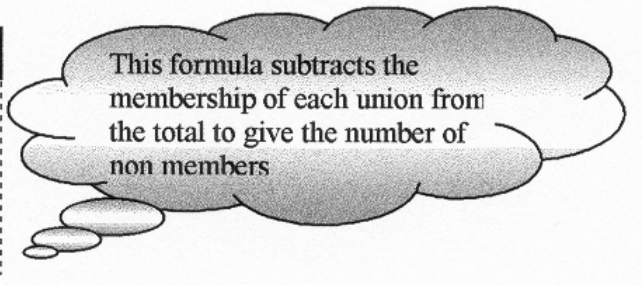
To change the appearance of the column to another chart. Click for the black frame and then click on the chart wizard. From here you will be able to select back and next to select your ideal chart.

If you wanted to delete the chart, make sure that you have your frame around the grid before you press the delete button on your keyboard.

Methodology Task 3b: -

Open up a new Excel® workbook and enter the information as shown below.

	A	B
1	Total	1925
2	MSF	349
3	UCATT	1034
4	GMB	207
5	None	=B1-B2-B3-B4



When selecting the data to include in your chart remember not to select the total figure or you will then be charting 3850 people not 1925!

	A	B
1	Total	1925
2	MSF	349
3	UCATT	1034
4	GMB	207
5	None	335

Look back on the notes for task 1a to help you through the process of producing the pie chart.