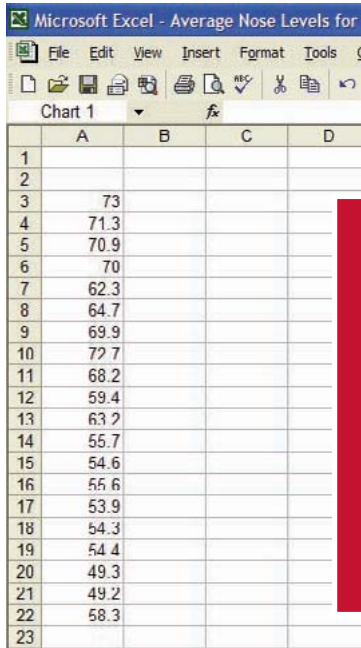


Appendix A

How to create a graph



Microsoft Excel - Average Nose Levels for

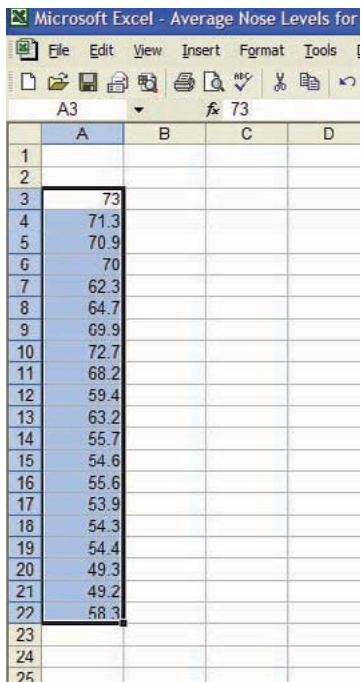
	A	B	C	D
1				
2				
3	73			
4	71.3			
5	70.9			
6	70			
7	62.3			
8	64.7			
9	69.9			
10	72.7			
11	68.2			
12	59.4			
13	63.2			
14	55.7			
15	54.6			
16	55.6			
17	53.9			
18	54.3			
19	54.4			
20	49.3			
21	49.2			
22	58.3			
23				

1. Take the results from your 'Survey Data Collection Sheet' and type them into column A in a new Excel spreadsheet.

This publication is no longer up to date.

It is provided for archive purposes only.

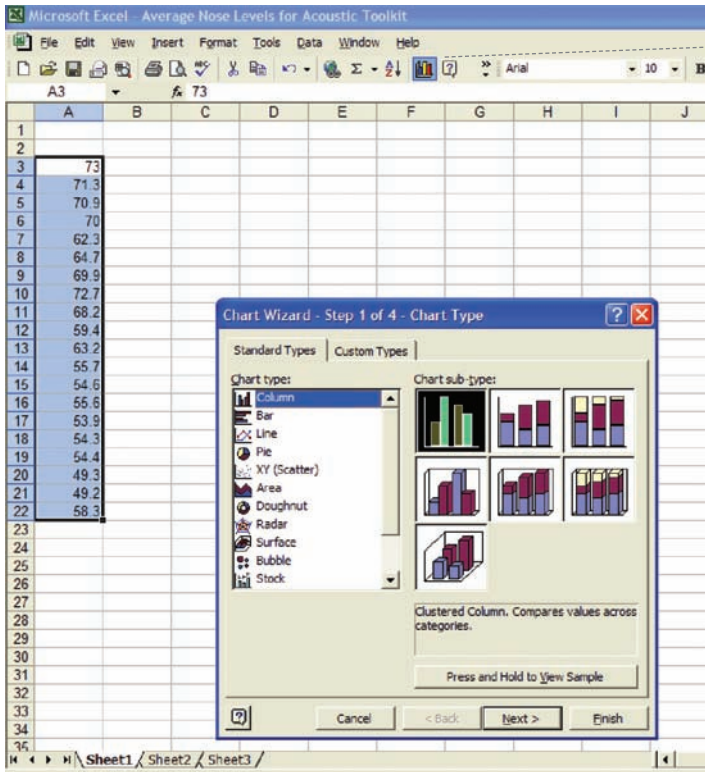
Please email professionals@ndcs.org.uk if you have any questions.



Microsoft Excel - Average Nose Levels for

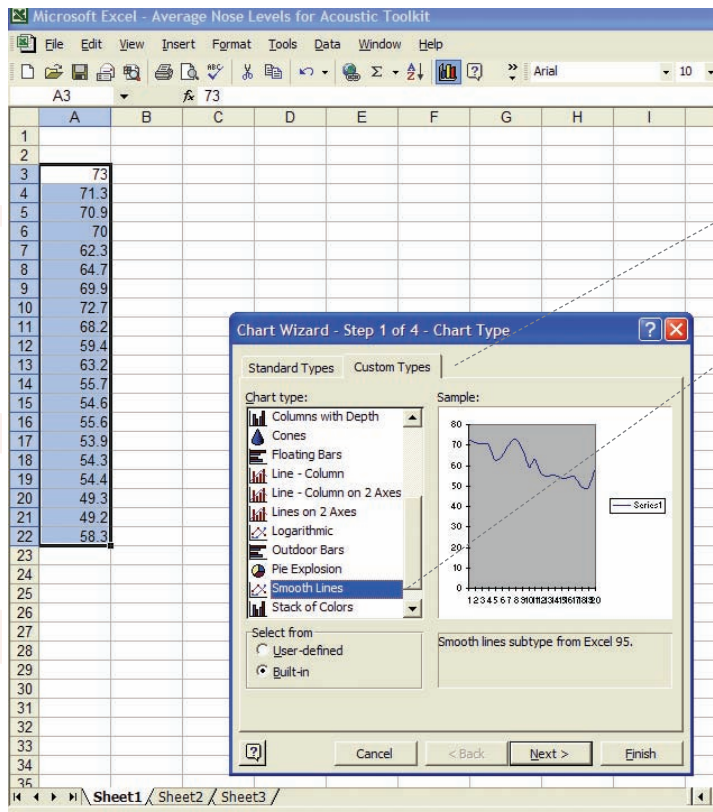
	A	B	C	D
1				
2				
3	73			
4	71.3			
5	70.9			
6	70			
7	62.3			
8	64.7			
9	69.9			
10	72.7			
11	68.2			
12	59.4			
13	63.2			
14	55.7			
15	54.6			
16	55.6			
17	53.9			
18	54.3			
19	54.4			
20	49.3			
21	49.2			
22	58.3			
23				
24				
25				

2. Highlight the list using the Left mouse key and dragging down the cursor from the top to the bottom of the list



3. Use the 'Chart Wizard' to start the process of producing a graph and the follow the instructions.

There are two lists of different types of graph.

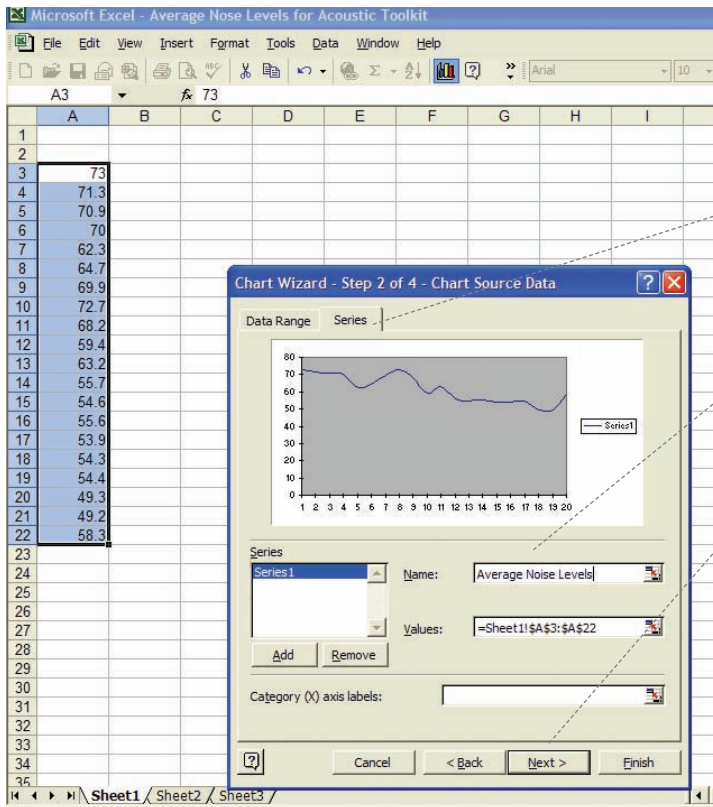


The graph used in the report is from the 'Custom Types' and is 'Smooth Lines'

To find 'Smooth Lines' you need scroll down the list.

You may decide to use a different format for your graph.

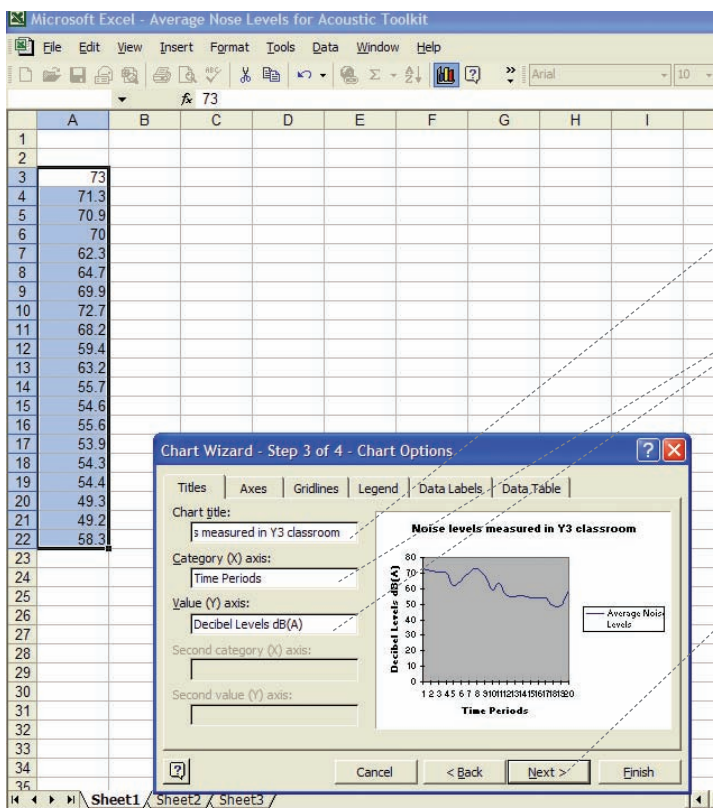
Try experimenting with other designs until you find one which best suits your needs.



On this screen but 'Data Range' will be highlighted.

Choosing 'Series' will enable you to name your data.

When completed choose 'Next'



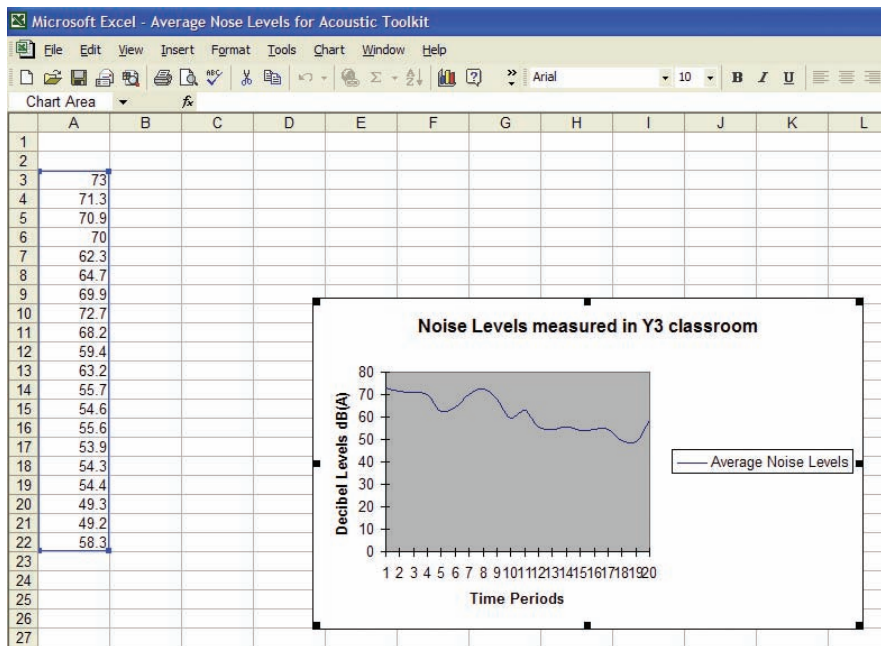
This screen which will enable you to label the graph.

The chart title should be typed in the appropriate box

The axes should also be labelled on this screen.

When completed, choose 'Next'

There is one more screen before the graph is produced. Choose Finish on the screen.



The graph can be highlighted, (as shown on this screen), then copied and pasted into a Word document.