

Planetary Distances

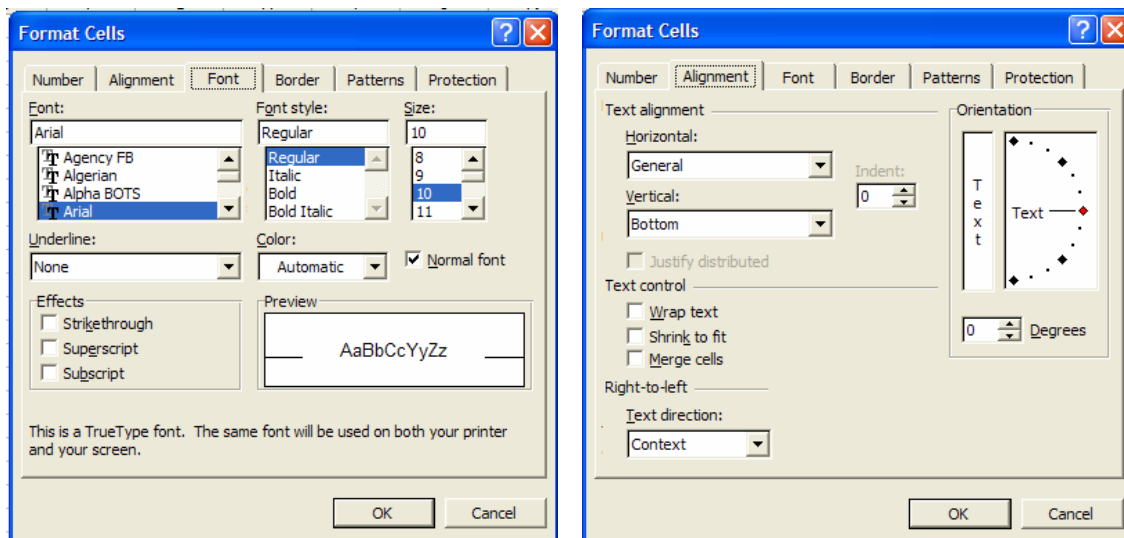
A Horizontal Bar Graph

Step 1

Start Microsoft Excel and a blank workbook will open.

Step 2

Let's apply some formatting to cell C1 using the format Cells dialog box. Click in cell C1 once to highlight it. Pull down the **Format** menu and select **Cells**, and you will see the dialog box. Click on the font tab. Choose a bold font style and a 24-point font size. Now click on the alignment tab and choose a center horizontal text alignment.



Step 3

Type (Planetary Distances) in cell C1. The text should be 24-point, bold, and centered.

Step 4

Select cells B5 through C14 by clicking and holding in cell B5 and dragging to cell C14. Apply a 12-point font to the selected cells.

Step 5

Select cell B5 and C5 and apply a bold style to them using the bold button in the formatting toolbar. While you at it, apply a center alignment to the cells too. Lastly, apply a thick bottom border to them using the border button.



Step 6

Let's type the names of the planets. Click in cell B5 and type the word (planet). Press the enter key on the keyboard and type (Mercury). Strike the Enter key again and type (Venus). Continue until you have typed in the names of all nine planets. Use the data sheet to help you.

Step 7

Now we'll apply a light right border to cells B5 through B14. Select these cells, and using the Border button on the formatting toolbar, apply the light right border.

Step 8

Since the heading in cell C5 is so long, we will wrap the text in this cell. Click once in cell C5 and pull down the **Format** menu and select **Cells**. In the format cells dialog box, make sure to click on the alignment tab at the top of the window. Now click in the wrap text checkbox and click on ok.

Step 9

Before we type the heading in cell C5, let's make the cell wider. Move your cursor so it is right between the heading of column C and D. Your cursor will change into a double arrow as shown below. Click, hold, and drag the border between columns C and D so the width is at least 22.

Step 10

Click in cell C5 and type (Distance from the sun (in millions of miles)). The text should wrap in the cell. And be bold and centered.

Step 11

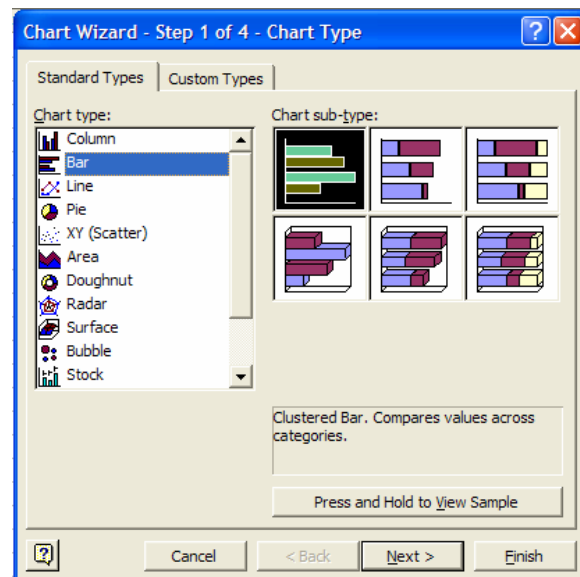
We are ready to enter our data into cells C6 through C14. Using your planning sheet as a guide, type the planetary distance into the cells, using the return key on the keyboard to move each new cell.

Step 12

Let's create our horizontal bar graph! Microsoft Excel distinguishes between a vertical bar graph and a horizontal bar graph with terms Column Chart and Bar Chart, respectively. We first need to select the cells on which we are basing the chart. Select cells B5 through C14.

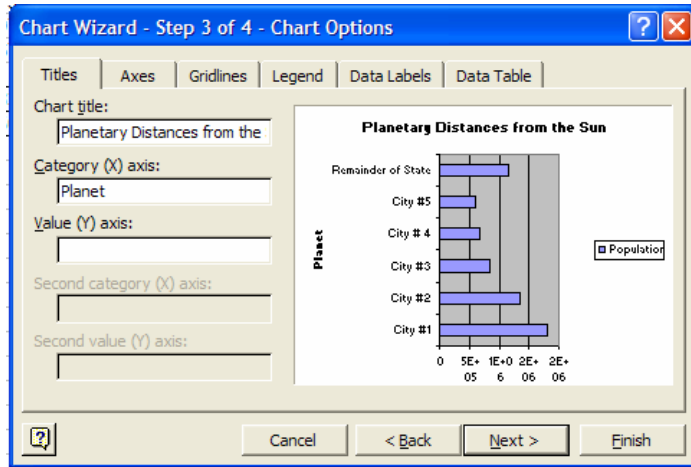
Step 13

Pull down the insert menu and select chart. The Chart Wizard dialog box appears. Under Chart type, click on Bar. Click on next to go to step 2. You can click on Next again, as we don't need to do anything in step 2. You should now be on Step 3 of the chart wizard.



Step 14

In step 3 of the Chart Wizard, we can assign a chart title, and a label for the x- and y- axes. Think of an appropriate chart title like (Planetary Distances from the Sun). Under category (X) axis type (planet) and under category axis type Millions of Miles). As you type these, they appear in the preview window of the chart wizard.



(Y)
you

Step 15

Now click on finish. Your chart should show up in your document! You can move the chart wherever you wish in your document by clicking, holding, and dragging it to its new location. (You have to click and hold on white space in the chart window, not on the chart itself.)

Step 16

Pull down the file menu and select save. Name your file (planet-your-initials). Check with your teacher to make sure you are saving it to the right place.

Step 17

Print your document. Make sure you click off your graph so that both the graph and the spreadsheet print.

Data Sheet

