



Tutorials For OpenOffice

Charting Data

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Tutorial donated by Wayne Tschirhard

Purpose

The purpose of this tutorial is to teach basic spreadsheet skills



Data Relationship

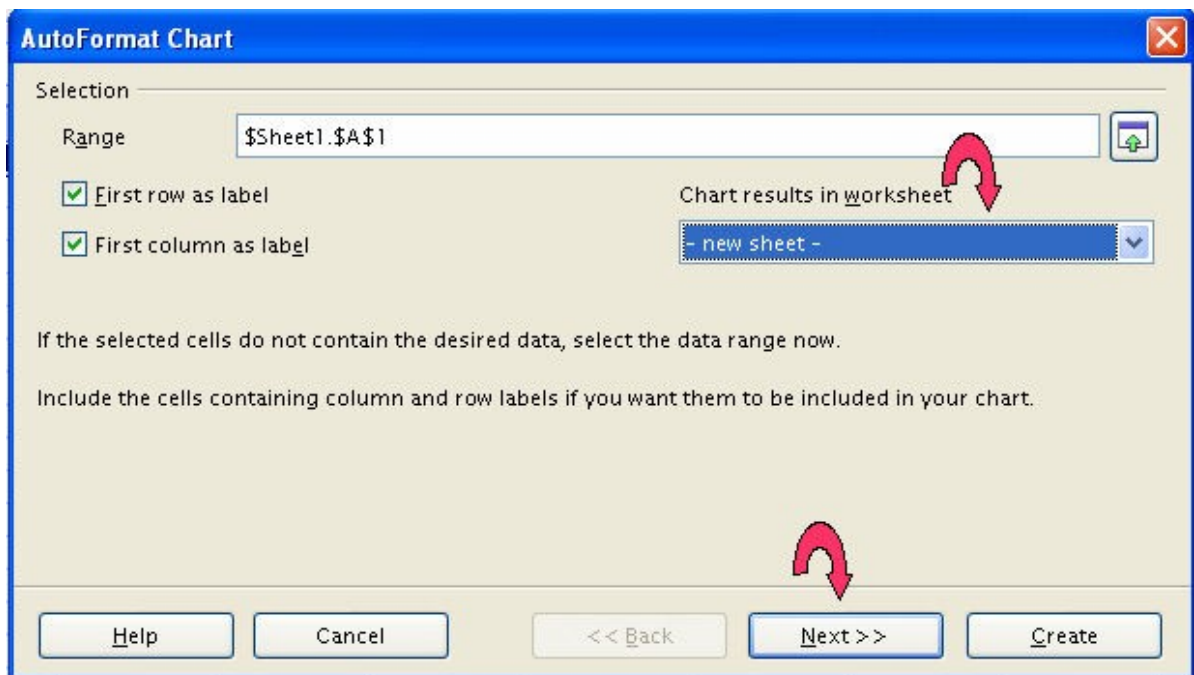
The first thing you need is data that shows a relationship. Examples include mathematical functions, stock market prices over time, rainfall over time, statistical divisions of a population, or divisions of an income that make up a budget. Since math is something that anyone can duplicate, we'll use the **sine** function:


1. Go to the bottom of your workbook and click on **Sheet2**.
2. Type **X** in **A1**.
3. Type **Sine(X)** in **B1**.
4. Enter **0** in **A2**. (That's a zero. Click anywhere on the Spreadsheet to unselect "A2" after entering the "0".)
5. Select **A2**. (Click on A2 again to select it.)
6. Drag-copy it down until you see the tool tip number read **90**. (Put the cursor over the box at the bottom right corner of "A2". When you see a **+**, click on it and drag it down until you see the tool tip number read **90**. You should see the numbers auto-increment.)
7. Go back to the top and Select **B2**. (Ctrl+up arrow is a quick way to move up.)
8. Enter **=SIN(A2)**.
9. Click on the bottom right corner of the **B2** cell. (The "B2" cell contents change from the formula "=SIN(A2)" into a "0".) Drag-copy the formula all the way down to the **90** in the **A** column.

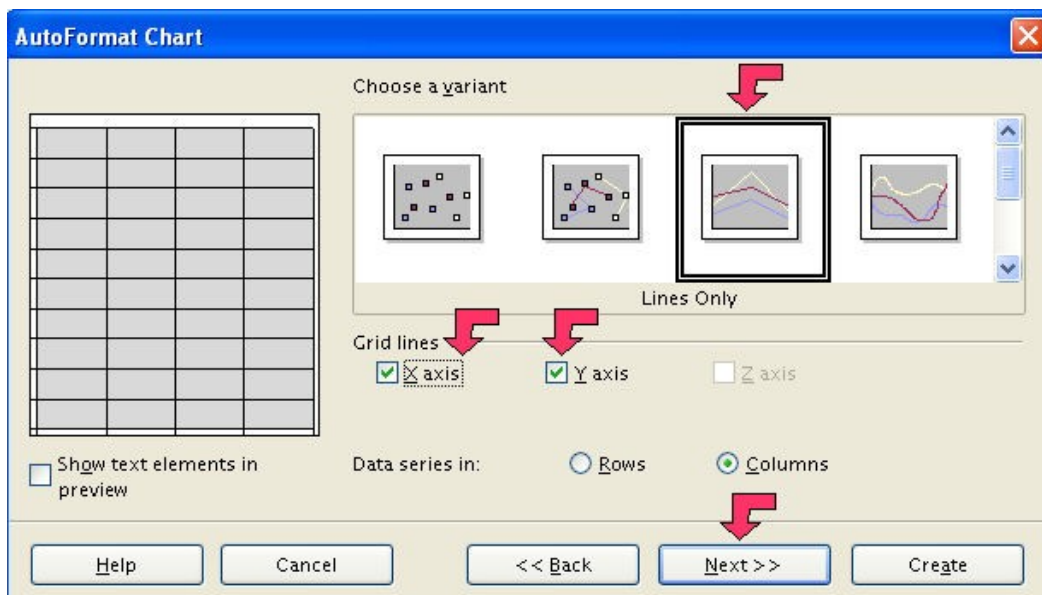
Don't worry if you don't know what the numbers mean; we aren't concerned with that. The order of the columns matters. Spreadsheet programs typically assume that the column on the left is the variable that is plotted on the horizontal (x) axis of the chart, and the column on the right is the variable that is plotted on the vertical (y) axis.

Insert Chart

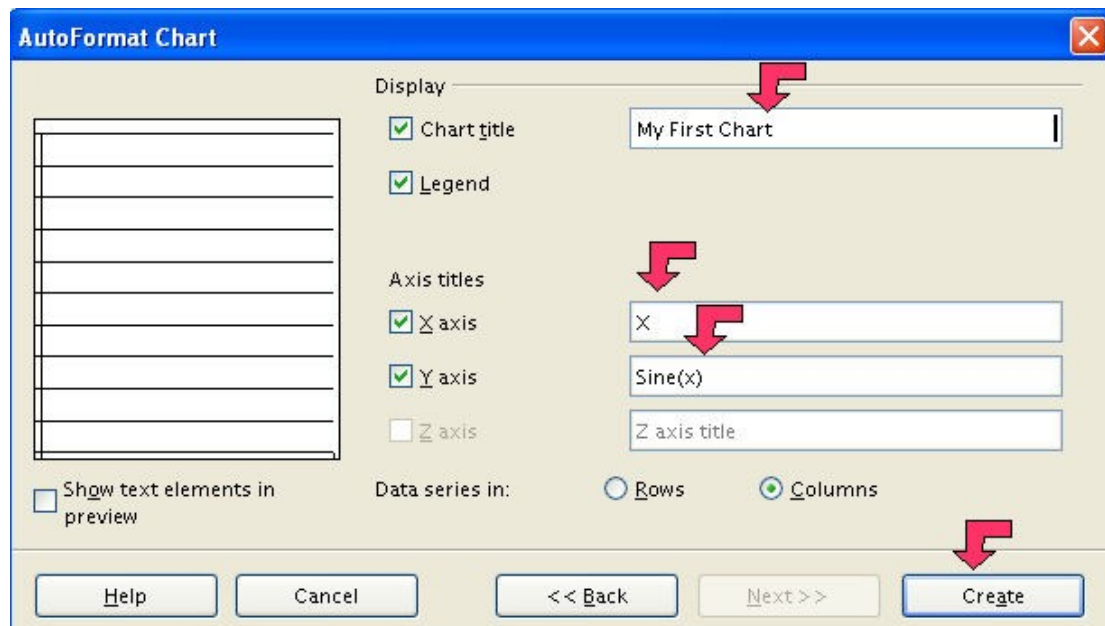
1. Select columns **A** and **B**.
2. Click the **Insert Chart**, , icon on the **Function Toolbar**. (The pointer changes to . Click anywhere on the spreadsheet. Or Click **Insert > Chart...** The "AutoFormat Chart" window appears.)
3. Select **-New Sheet-** from the drop-down box labeled **Chart results in worksheet**.



4. Click **Next>>>**.
5. Select **XY Chart**.  (Hold the cursor over the icons to find it.)
6. Click **Next>>>**.
7. Select **Lines Only** and check the **X axis** and **Y axis** grid line boxes. ("Y" may already be checked. Don't uncheck it.)



8. Click **Next>>>**.
9. Give the chart a title, **My First Chart**, in the box that has **Main Title** in it. (Replace text.)
10. Click the **X axis** and **Y axis** check boxes.
11. Type **X** for X axis title, and **Sine(x)** for Y axis title. (Replace existing text.)
12. Click **Create**.




13. Look at the worksheet tabs at the bottom.
14. Click on the last tab. (Probably labeled Sheet4.)
15. Use the little boxes on the corners to resize the chart by clicking on them and dragging

them until you like the proportions.



Appearance Of Chart

Charts created by spreadsheet programs are unappealing most of the time. You have to mess with the format of the chart elements to make them look better.

The first thing I notice is a jagged plot line. That is appropriate for some data, but the sine function is a smooth function, so make the following changes:

1. **Double-click** somewhere on the chart if you see green boxes or no boxes.
2. Click **Format > Chart Type...**
3. Select **Cubic Spline**, , from the **Variants** box at the bottom.
4. Click **OK**.

That's better, but it could still use some improvement. Try:

1. Click **Format > Chart Wall**.
2. Click the **Area** tab. In the dialog box below Fill, click the  and select **None**. Click **OK**.
3. Place the cursor over the **data plot line** and double-click. (The smooth Purple line.)
4. Click the **Line** tab. In the **Color** dialog box, change the color to **Sea Blue**.
5. In the **Width** dialog box, change the width to **.02**. (Click the  repeatedly or highlight the number in the dialog box and type ".02".) Click **OK**.
6. Select **Format > Grid > All Axis Grids...**
7. Change the **Color** to **Gray 40%**. (You have to scroll down the palette.) Click **OK**.
8. The chart still seems busy. Select **Format > Axis > X Axis**. Click the **Scale** tab.
9. Clear the **Maximum** check box and replace **90** with **45**. Click **OK**.
10. Change the main title text to **Sine Function** by double-clicking on it and editing it.
11. When you are done, click somewhere else on the chart to accept the changes.
12. Click on a worksheet cell. Click **Format > Sheet > Rename**. (The "Rename Sheet" window appears.) Rename the sheet, **Sine Graph**.
13. Save your work. (Click "**File > Save**".)

Summary

You just used most of the chart editing commands. The point is that you can change every aspect of the chart in some fashion. To get good at it, you'll have to experiment with the settings and develop your own style.

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

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Edited by Sue Barron