

USING A SPREADSHEET PROGRAMME

PAGE 1 OF 4

Example with Excel instructions from page 188 of the student book.

Step 1 Enter the first three data values for Link number, Pieces of silver and Beads.

	A	B	C
1	Link number	Pieces of silver	Beads
2	1	4	2
3	2	8	4
4	3	12	6
5	4	16	8

Step 2 Highlight the data values entered and then click on the bottom right hand dot.

	A	B	C
1	Link number	Pieces of silver	Beads
2	1	4	2
3	2	8	4
4	3	12	6
5	4	16	8

Click on the right hand bottom dot and drag it down.

Step 3 As you drag the dot down the page, the numbers will fill in automatically following the pattern.

	A	B	C
1	Link number	Pieces of silver	Beads
2	1	4	2
3	2	8	4
4	3	12	6
5	4	16	8
6	5	20	10
7	6	24	12
8	7	28	14
9	8	32	16
10	9	36	18

The pattern of the link number continues 1, 2, 3, 4, 5, 6, 7, 8, etc

The pieces of silver pattern continues with 4 being added each time.

The beads pattern continues with 2 being added each time.

USING A SPREADSHEET PROGRAMME

PAGE 2 OF 4

Step 4 To draw a chart, highlight what you want on the chart.

The first chart could show the Link number and the number of pieces of silver, so highlight these.

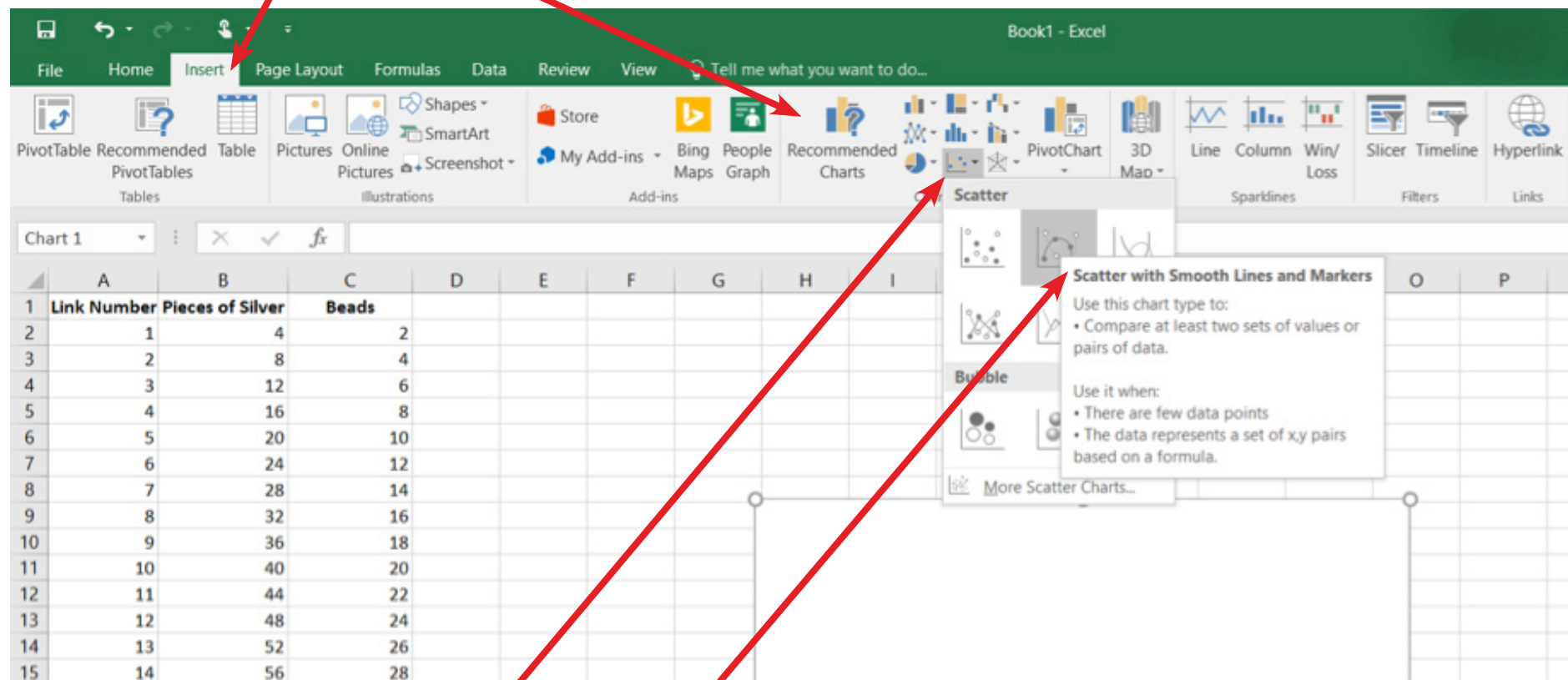
	A	B	C
1	Link number	Pieces of silver	Beads
2	1	4	2
3	2	8	4
4	3	12	6
5	4	16	8
6	5	20	10
7	6	24	12
8	7	28	14
9	8	32	16
10	9	36	18
11	10	40	20
12	11	44	22
13	12	48	24
14	13	52	26
15	14	56	28
16	15	60	30
17	16	64	32
18	17	68	34
19	18	72	36
20	19	76	38
21	20	80	40
22	21	84	42
23	22	88	44
24	23	92	46
25	24	96	48

Notice that this time the title of the column has been highlighted as well.

USING A SPREADSHEET PROGRAMME

PAGE 3 OF 4

Step 5 Click on the **insert** tab and the **chart** option will appear on the ribbon.



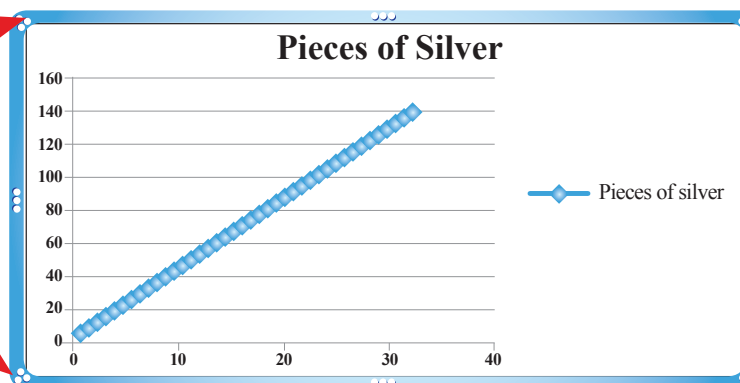
Step 6 Choose a scatter graph.

Step 7 Choose the option with “*smooth lines and markers*”.

USING A SPREADSHEET PROGRAMME

PAGE 4 OF 4

Step 8 The graph will appear.
You can drag the corners to make it larger or smaller.



Step 9 You can change the title of the graph and add labels to the axes.
While the **chart is selected** use the **Design** and **Format** options to create titles, labels and make other changes to the chart.
You can also use the menu to the right of the chart.

