

### Population Change Graph

- 1) Open Microsoft Excel
- 2) In cells 1B, 1C, and 1D type the three time periods.
- 3) In cells 2A, 3A, and 4A, type the three nations
- 4) In cells 2B, 2C, and 2D type the percent change data for your first nation.
- 5) In cells 3B, 3C, and 3D type the percent change data for your second nation.
- 6) In cells, 4B, 4C, and 4D type the percent change data for your third nation.
- 7) Select All data and click insert 3D column.
- 8) Under the “chart tools” icon and under the “design” drop down menu, choose “layout 9”
- 9) Insert the following labels: Title “Percent Change in Population” horizontal axis “Time Period” and vertical axis “Percent”
- 10) Select the chart and print

### For Excel 2007

- 1) Open Microsoft Excel
- 2) In cells 1B, 1C, and 1D type your nations.
- 3) In cells 2A, 3A, and 4A, type the three time periods.
- 4) In cells 2B, 3B, 4B type the percent change data for your first nation.
- 5) In cells 2C, 3C, 4C type the percent change data for your second nation.
- 6) In cells, 2D, 3D, 4D type the percent change data for your third nation.
- 7) Click the “chart wizard” icon on the top toolbar.
- 8) Click “column” graph and “next.”
- 9) Highlight all the data and click next.
- 10) Create a title for your graph. Type “Years” for the category. Type “Percent” for the value. Click “next.”
- 11) Place chart as “A new sheet”
- 12) Print.