**Teacher’s notes for spreadsheet for Lesson 4.**

These notes are written for teachers and self learners who may need some guidance to fully understand the active spreadsheets prepared by Dr Terry Freeman.

Topics covered: *Making single variable graphs: column, radar and pie graphs. Making a divided bar chart.*

The spreadsheets for this lesson may become filled with graphics, this limits the self instruction capacity. It is advisable to open a Word file so that you can cut and paste your charts as a record of your progress. We start with a typical data analysis problem and arrange the data for easy charting. Please remember that this lesson is given as a relatively simple introduction.

We will start be presenting the results of a survey of favourite sports teams. Here are the results:

|  |  |
| --- | --- |
| Swifts | 32 |
| Thunderbirds | 41 |
| Mystics | 28 |
| Steel | 19 |
| Pulse | 48 |
| Magic | 52 |
| Vixens | 39 |
| Tactix | 28 |
| Fever | 31 |
| Firebirds | 52 |

From the first work sheet (1st graphs) you should be able to produce charts like the one below:

You will find the divided bar chart is not an Excel option but our lesson will help you prepare the data so one can be drawn. As an advanced option students may then go on to prepare a graph like the one that follows.

