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Technology and Learning

Fall 2010

Pictograph Tutorial

HOW TO CREATE PICTOGRAPHS USING MICROSOFT OFFICE EXCEL 2007 TUTORIAL

When creating charts in Excel you don't always have to use solid fill in the chart. Excel allows you to graph with pictures. Pictures can enhance a graph and make it easier for students to understand.

This tutorial will provide a step by step guide on how create a pictograph using Microsoft Office 2007.

1) First input your data

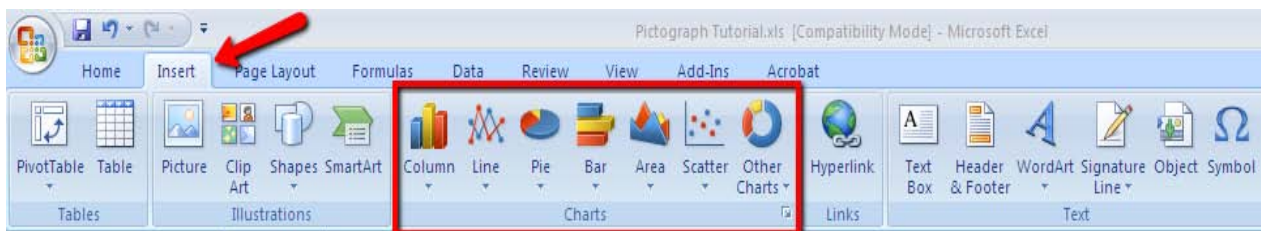
	A	B	C	D	E	F
1	2010	Internet Explorer	Firefox	Chrome	Safari	Opera
2	September	31.10%	45.10%	17.30%	3.70%	2.20%

2) Select the data including the headings and title.

	A	B	C	D	E	F
1	2010	Internet Explorer	Firefox	Chrome	Safari	Opera
2	September	31.10%	45.10%	17.30%	3.70%	2.20%

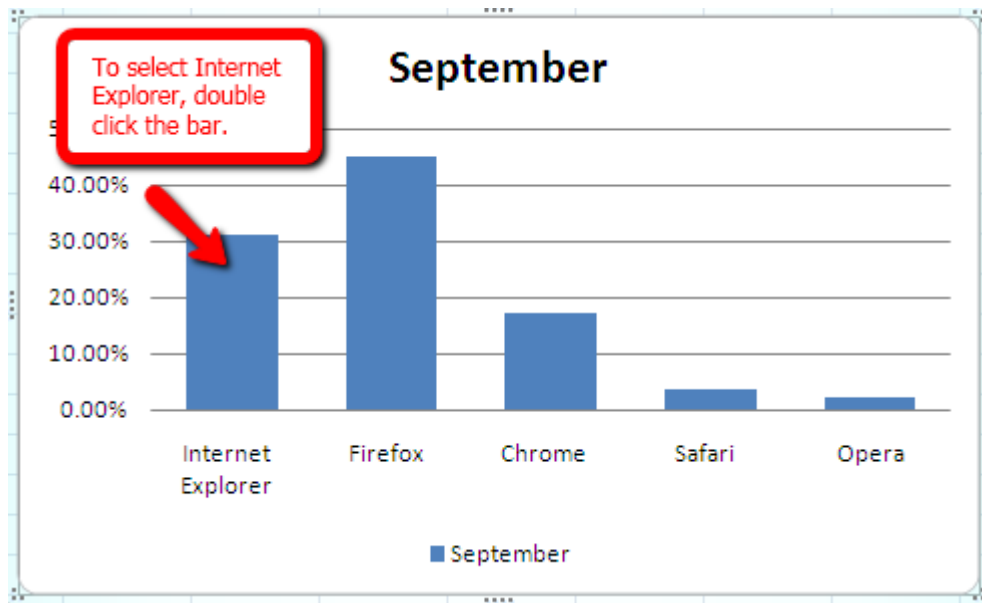
3) On the **Insert** tab, select a chart type from the **Charts** group. The chart should appear in your spreadsheet after inserted.

Note: Choose a chart with elements that will support a picture (for example a bar or column chart).

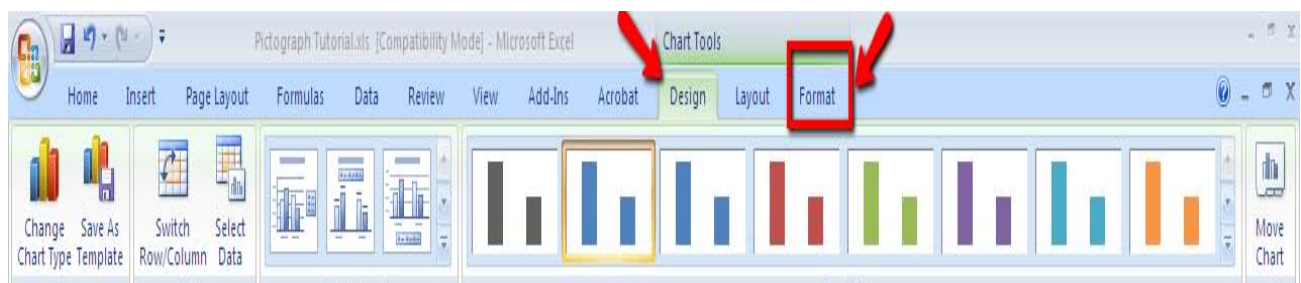


4) In the chart, select the first element to which you want to add a picture, and then double-click the element.

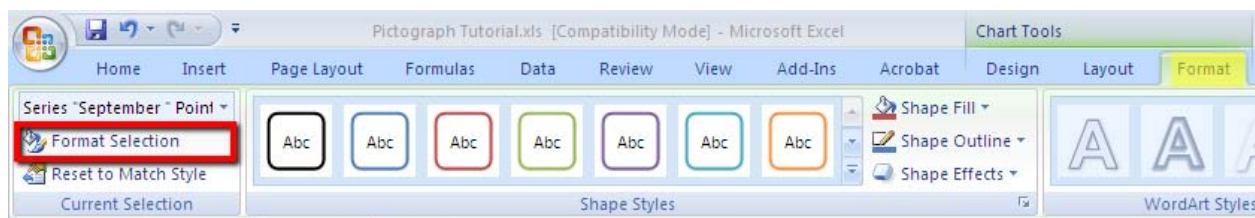
Note: The picture will be inserted in all the elements that are selected, so make sure that the selection border is around only the first element.



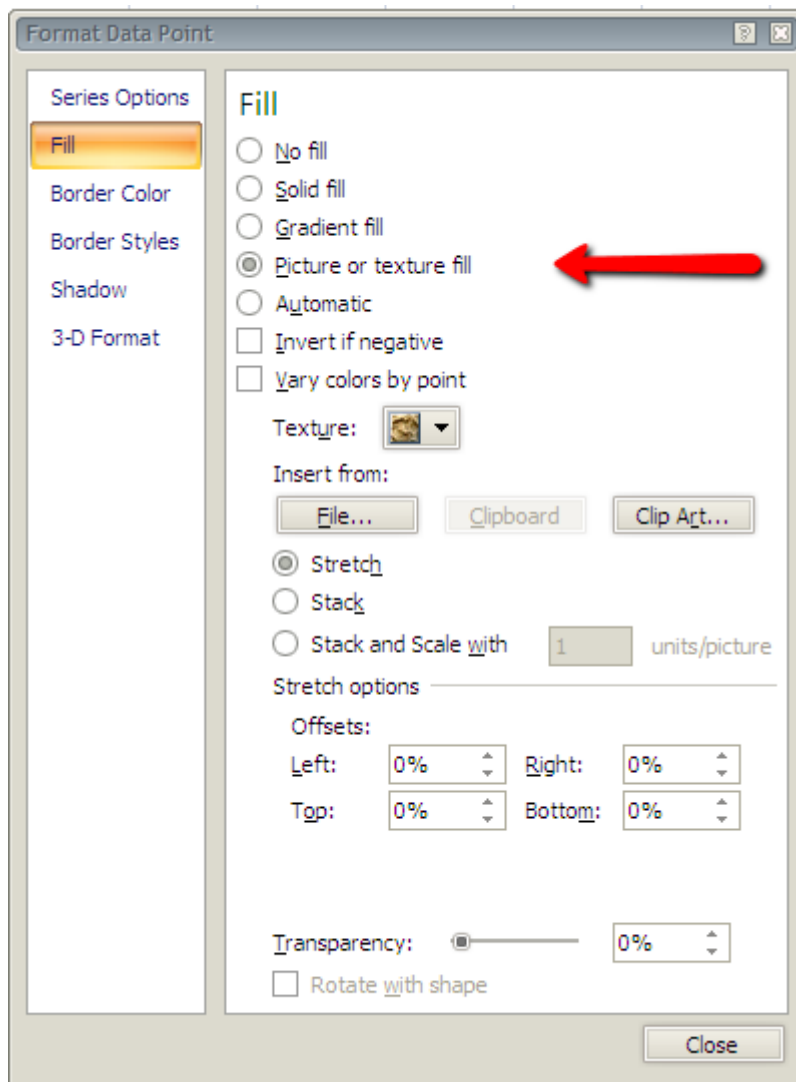
5) Double clicking the element will take you into **Chart Tools** which brings up three additional tabs: Design, Layout and Format. It defaults to the **Design** tab; you will select the **Format** Tab.



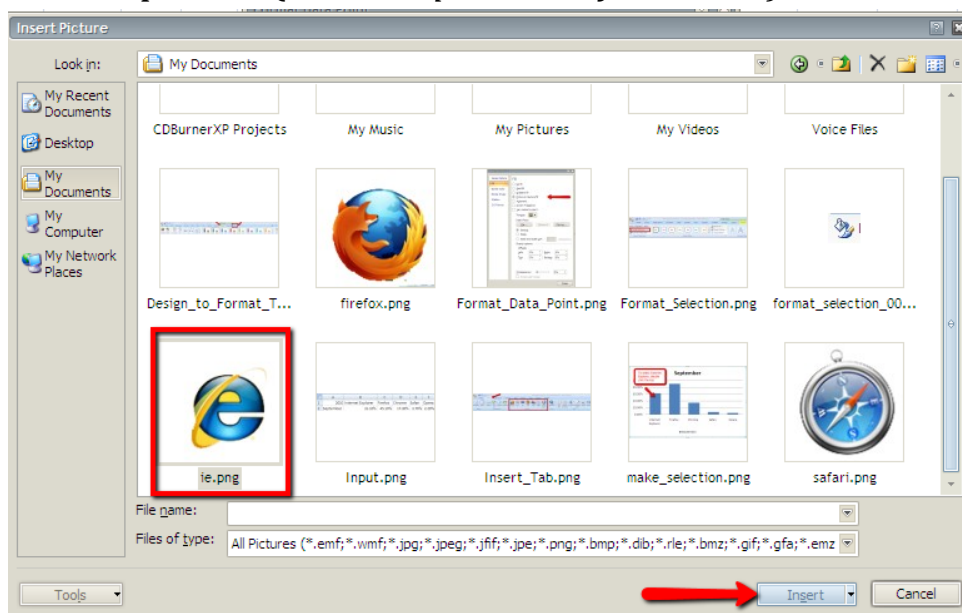
6) Once in the **Format** Tab, select  **Format Selection** from the **Current Selection** Group.



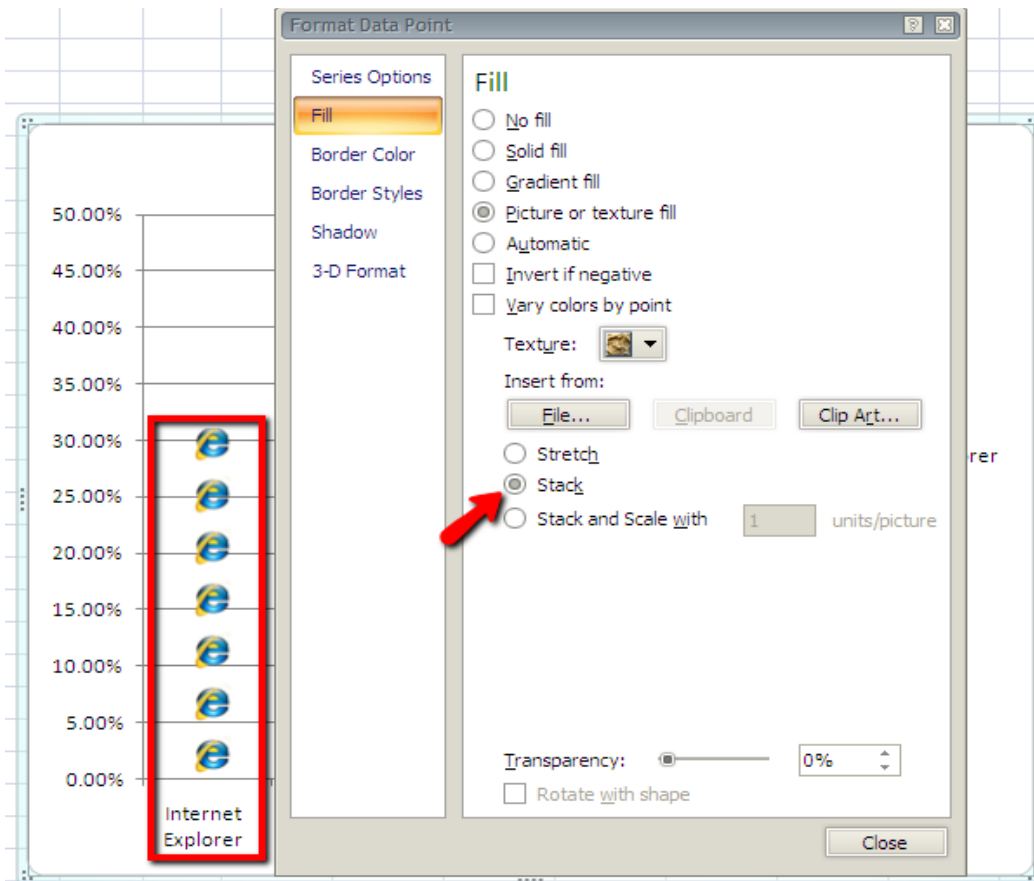
7) The **Format Data Point** dialog box will appear. Select **Fill** from the left navigation pane. In the right pane select **Picture or texture fill** from the Fill options.



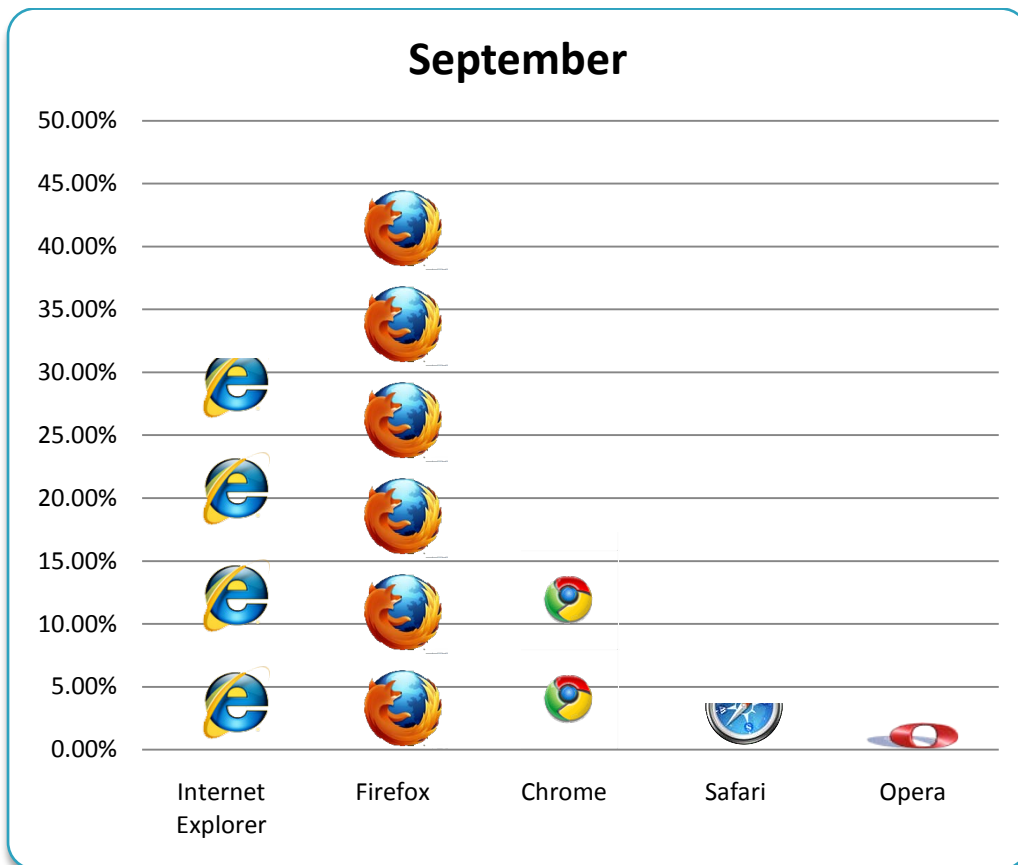
8) Under **Insert from**, browse for a picture file or clip art image, or insert the contents of the clipboard. (*The example inserts from File...*)



9) Choose whether to **Stretch** or **Stack** the image and close dialog box.



10) Repeat steps 4 through 9 for each of the other elements. You now have a pictograph.



References

Browser Statistics. (2010). Retrieved October 28, 2010 from w3schools.com:
http://www.w3schools.com/browsers/browsers_stats.asp.

Create a pictograph using Microsoft Office Excel 2007. (2010). Retrieved October 28, 2010
from Microsoft: <http://www.microsoft.com/education/createpictograph.aspx>.