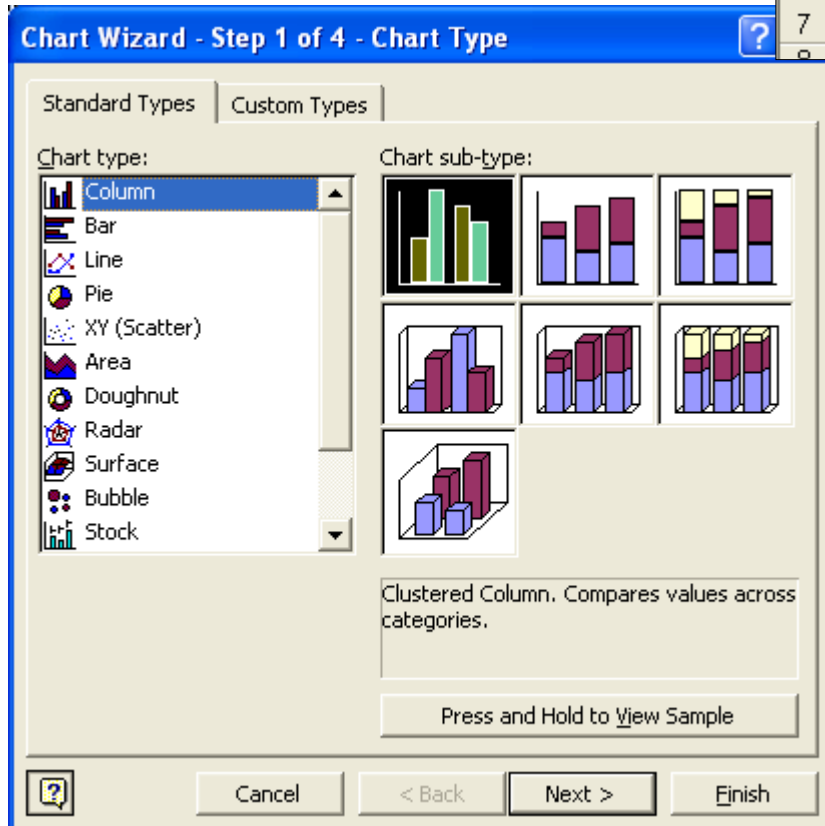


Creating a Pictogram using Excel

Open Excel and input your data into a table like the one shown.

	A	B
1	Favorite Sports	
2	Sport	# of Students
3	Football	5
4	Basketball	10
5	Soccer	9
6	Baseball	3
7	Hockey	3

Highlight your table and click on the chart wizard button on the tool bar.



Select the first Column chart sub-type as shown.

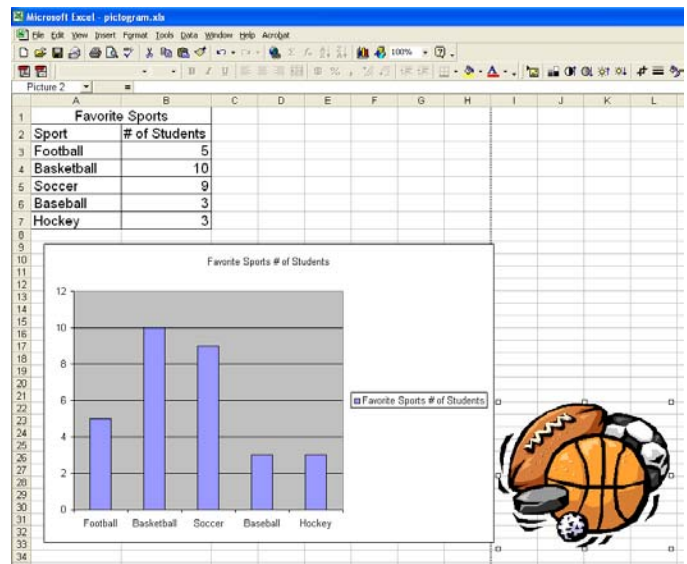
Then click finish.

Move the chart and resize as desired.

Click on a cell to make sure the chart isn't selected.

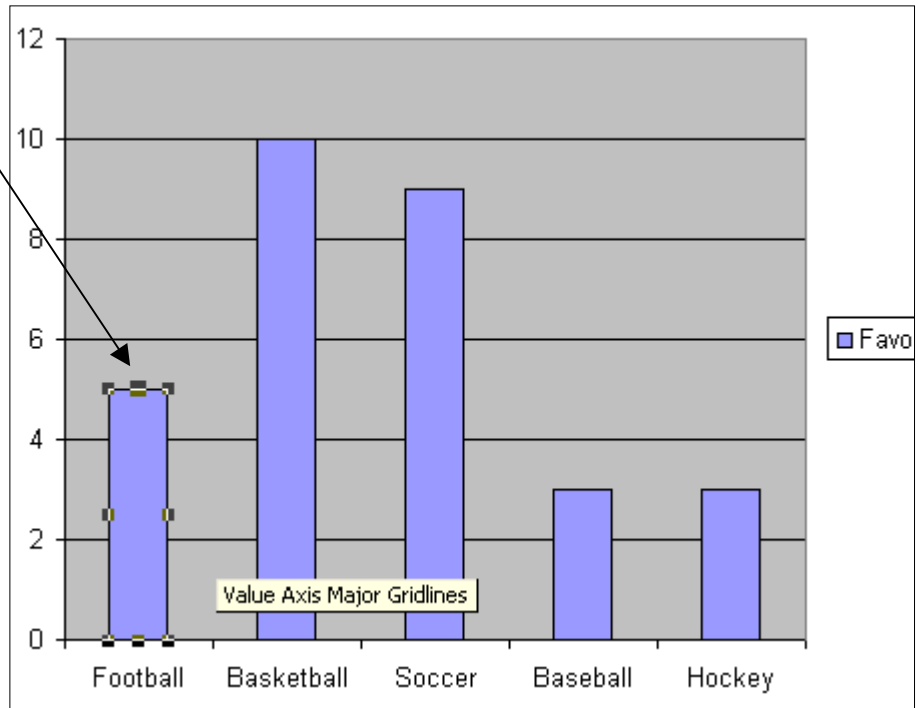
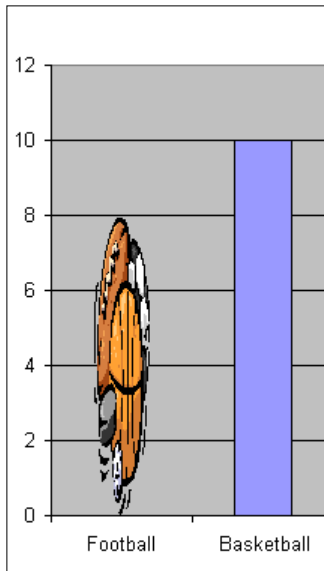
Insert a clip art picture that you want to use for the pictogram. (Insert, Picture, Clip art)

Click on the picture once to select it and then copy it. (Using Edit copy or Ctrl+c, etc.)



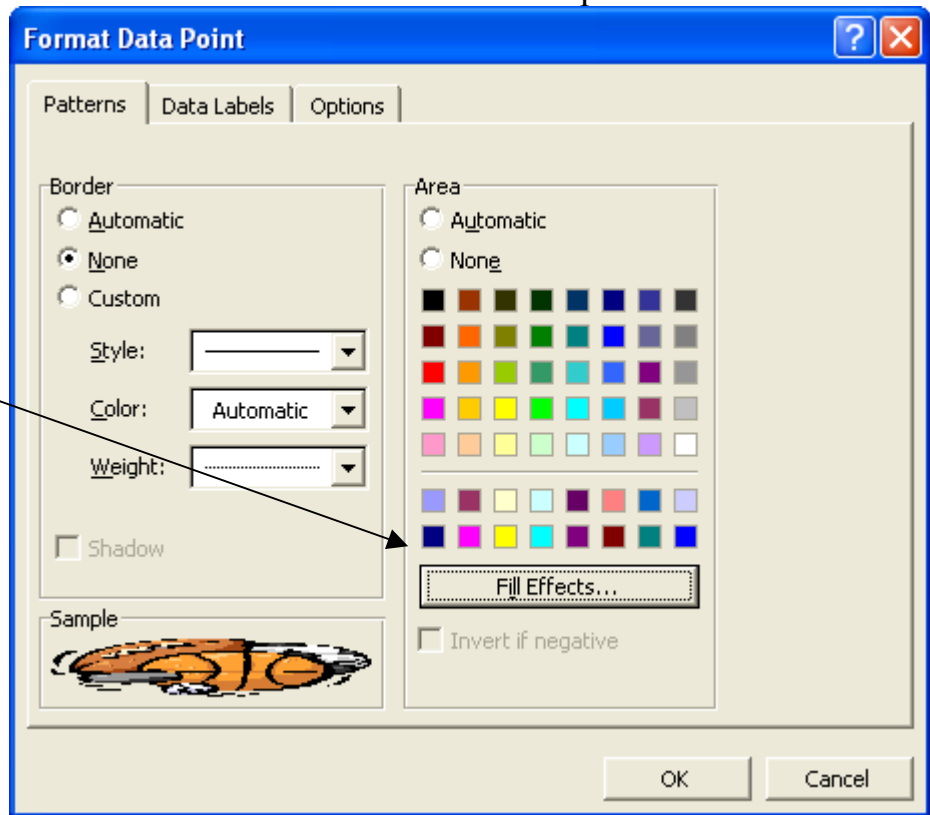
Now click once on a bar until you see the handles (little black squares) around just that one bar as shown. This is sometimes tricky so you may have to try a few times.

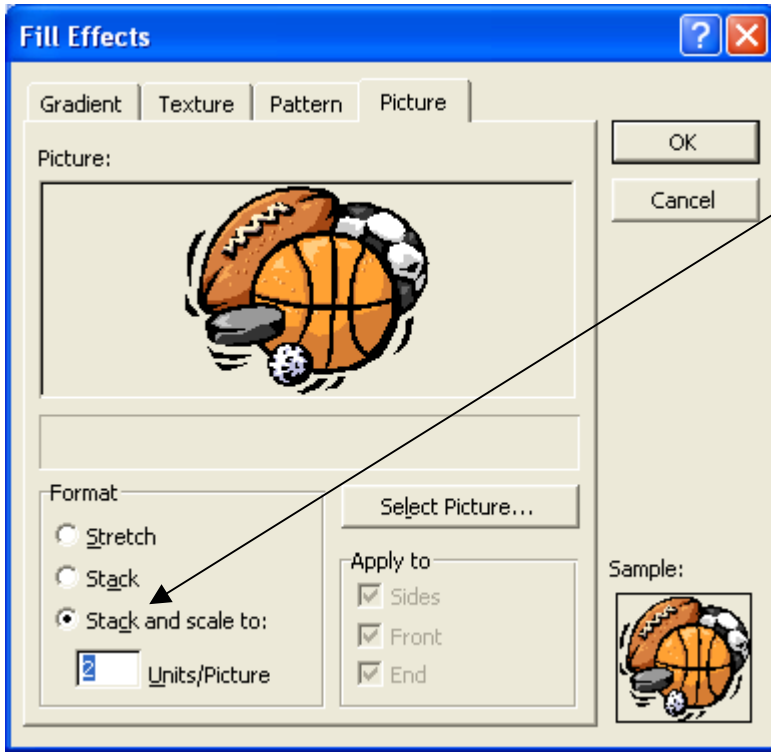
Now paste the clip art by using Edit paste or Ctrl+v, etc. (Your picture will look distorted like below.)



To change this one picture to many, double click on the bar and the **Format Data Point** window will open.

Click on the Fill Effects button.





At the Fill Effects Window, choose ***Stack and scale to:*** and then usually the units it gives you are appropriate.

Now you can click OK twice to get back to the graph and see how it looks.

To do the same to the other bars, all you have to do now is select that bar (click once to get the handles) and then paste the picture. It will already show up *stacked and scaled*.

See the example below of how it will look. *It even shows halves when necessary!*

