How to present your data as a chart.

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| 1. Open an Excel spreadsheet. |
| 1. Type in multiple choice answers into column A, and data into column B |
| 1. Highlight only column A and B (if you highlight more than these two columns the Chart Wizard will not work. |
| 1. Click on *Chart Wizard* button*.* 2. Chart Wizard Step 1 of 4. Select the chart you wish to use. Click *Next.* |
| 1. Chart Wizard Step 2 of 4. Do not do anything here, just proceed to step 3 by clicking *Next.* |
| 1. Chart Wizard Step 3 of 4. Type in your title. Click *Next* |
| 1. Chart Wizard Step 4 of 4. Do not do anything here; just proceed to finish by clicking *Finish.* |
| 1. Hey presto!! Your chart will now appear ☺   Right click so you get some options and then please copy and paste into a word document and layout 6 to an A4 page. |
| 1. Please SAVE your word document |