

Graphing Using Microsoft Office

Follow the given instructions:

1. Open "Word"
2. Click on "Insert"
3. Double click on "Chart"
4. Select the type of graph you would like to use.
5. Click on "Edit Data" – a spreadsheet appears
6. The first column represents the independent data
7. The first row represents the headings of our dependent data
8. A data table can be increased by dragging the table down to increase the number of rows and across to increase the number of columns.
9. If you wish to delete a row or column find the delete command in the upper right part of the headings. Click on the Arrow and select what you want done. Note – make sure that you have selected a cell in the row or column that you want deleted.
10. To change or modify the data just click on the "Edit Data" command.
11. You can change the color of your data by selecting the graph menu.
12. Once you have selected your design you now may consider "Layout and Format"

Assignment:

Save each graph into your folder. These will be handed in later after the break. You are required to draw a line, bar and one circle (pie) graph for each set of data. Answer the given questions.

a) Average hourly wage by selected professions:

Occupations	January 2011	January 2012
Management	35.50	37.04
Business, finance and administrative	21.82	22.15
Natural and applied sciences	31.62	33.29
Health	26.67	27.00
Social science, education, government service	29.97	30.26
Art, culture, recreation and sport	23.33	23.77
Sales and service	15.53	15.58
Processing, manufacturing	19.54	19.88
Trades, transport and equipment operators	22.84	23.20

Questions:

1. Which occupational group had the least salary increase from 2011 to 2012?
2. Which occupational group had the greatest salary increase from 2011 to 2012?
3. Determine some reasons why management salaries are so high and sales salaries so low?

b) Days Lost Per Worker by All Causes

Province	2008	2009	2010
Newfoundland Labrador	9.7	11.5	11.0
Prince Albert Island	8.8	8.5	9.2
Nova Scotia	11.3	11.2	9.8
New Brunswick	10.8	10.3	10.4
Quebec	10.8	11.0	10.4
Ontario	9.3	8.7	8.2
Manitoba	11.0	10.0	10.4
Saskatchewan	10.3	10.4	9.6
Alberta	8.2	7.8	8.1
British Columbia	9.7	9.8	9.3

Questions:

1. Which province had the fewest days lost by cause of the three year period?
2. Which province had a steady decline in days lost? What could be some possible reasons?
3. What could be some reasons why the number of days lost by cause increased in Newfoundland, New Brunswick and Quebec? Do some research on the internet to help determine causes.

b) Country visits by Canadians in 2010

Country	Number of Visits
United States	19,964
Mexico	1,354
Cuba	1,010
United Kingdom	880
Dominican Republic	753
France	740
Italy	376
Germany	329
China	300
Netherlands	225
Hong Kong	183

Questions:

1. Determine the reasons why there are so many visits to the United States.
2. Determine the reasons why there would be so few visits to Hong Kong.