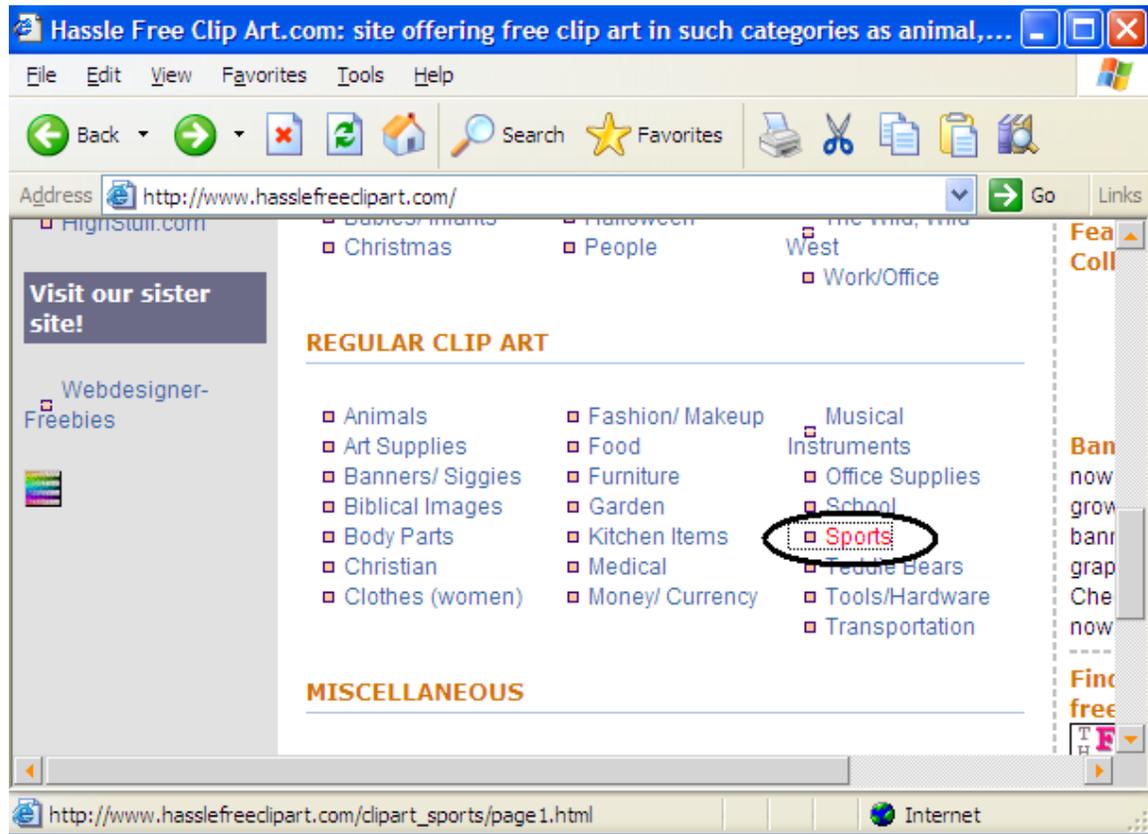


Creating A Pictograph!!!

The following activity will guide you through creating a pictogram using Microsoft Excel. A pictograph shows numerical information by using picture symbols to represent data. The pictograph that we will make will represent the number of student athletes in the Colonial League that play football, baseball, soccer, and basketball.

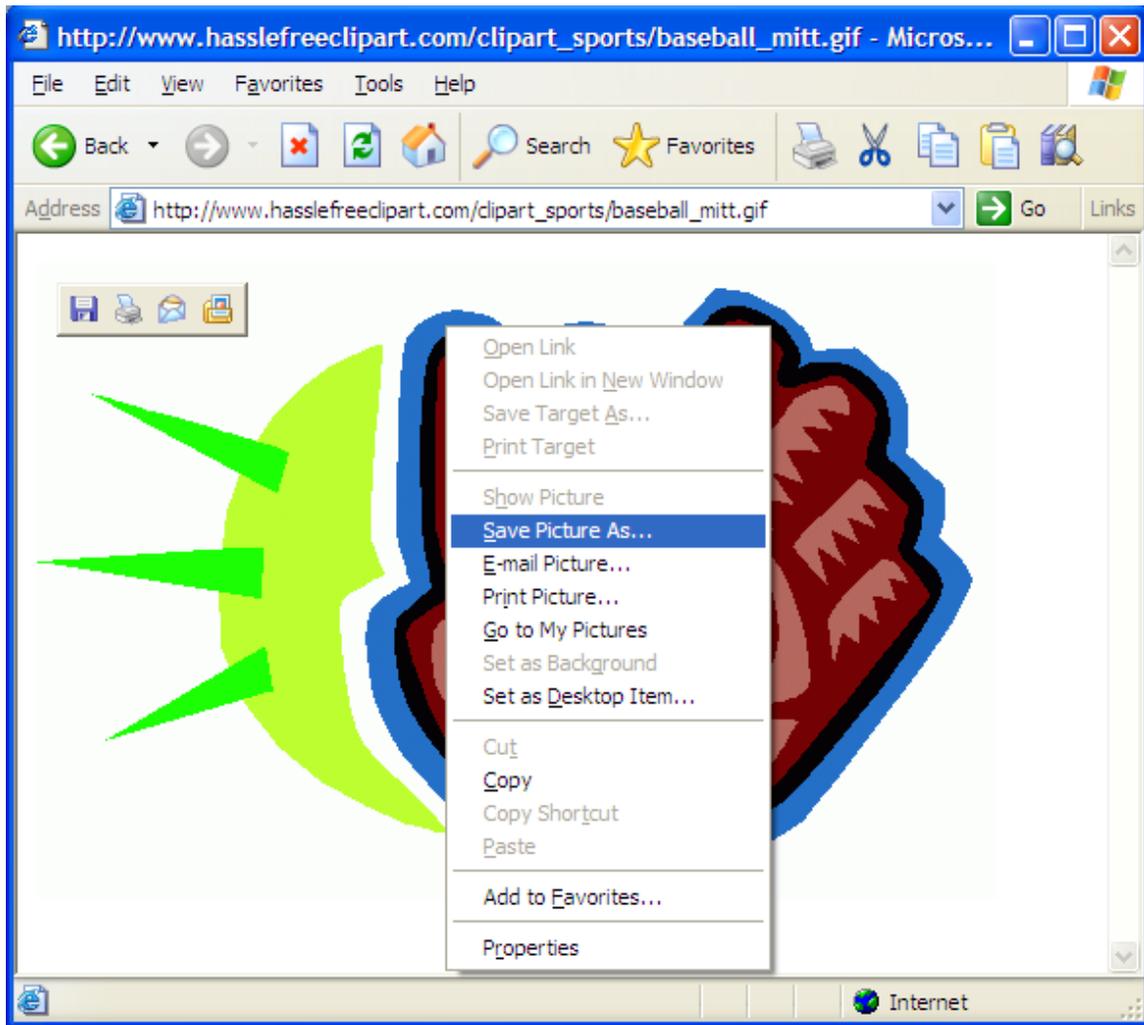
STEP 1: We need to get some pictures!!!! Go to www.hasslefreeclipart.com scroll down to the section titled "REGULAR CLIP ART" and click on "Sports."



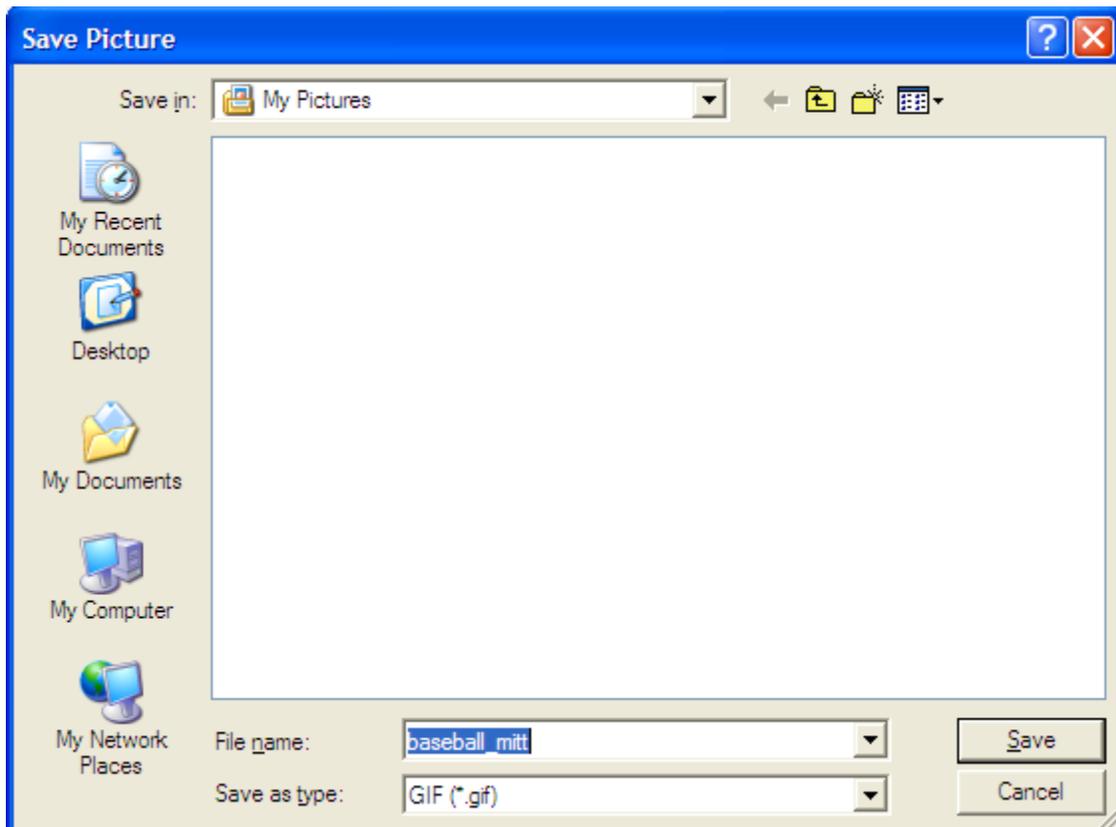
STEP 2: There are 2 pages of sports related clip art on this site. First, we will get a picture to represent our data for the number of student athletes that play baseball. Here's how: Double click on the link "**baseball mitt**" below the picture of the baseball mitt.



The picture will now be opened in a new window. Left Click on the picture and a drop down menu will appear.



Select **Save Picture As** and a new window will appear asking where to save it.



You can save the picture wherever you like, but the computer and myself recommend that you save it in **My Pictures**. Keep the file name as **baseball_mitt**. Click the **Save** button.

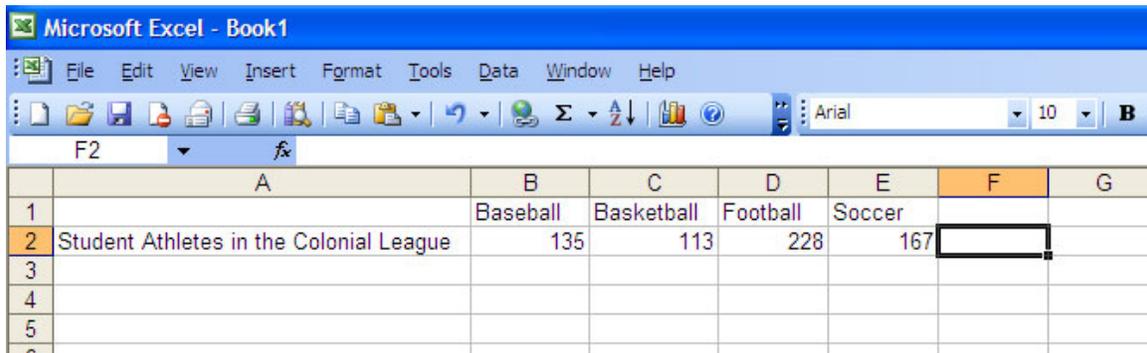
If you do save it somewhere other than **My Pictures**, make sure you write down where it is saved so you can find it later.

Now repeat this step saving pictures for football, basketball, and soccer as pictured below.

*Note: The picture for the soccer ball is on **Page 2** of the clipart gallery.*



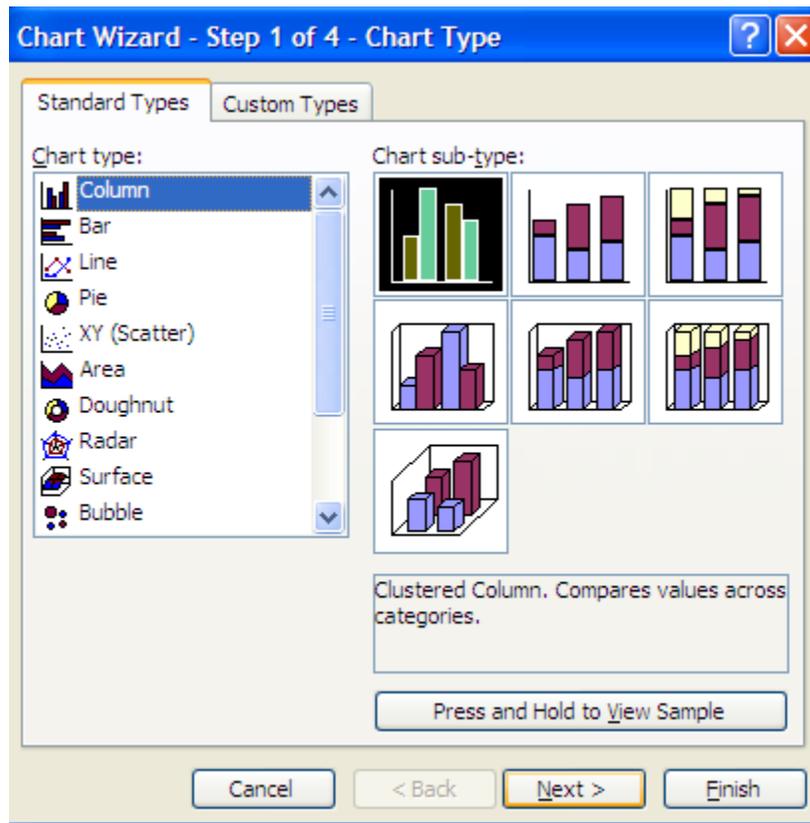
STEP 3: Now that we have our pictures for the pictograph, we can start making the graph! Open a new Excel spreadsheet and enter the following data as shown below.



The screenshot shows an Excel spreadsheet with the following data:

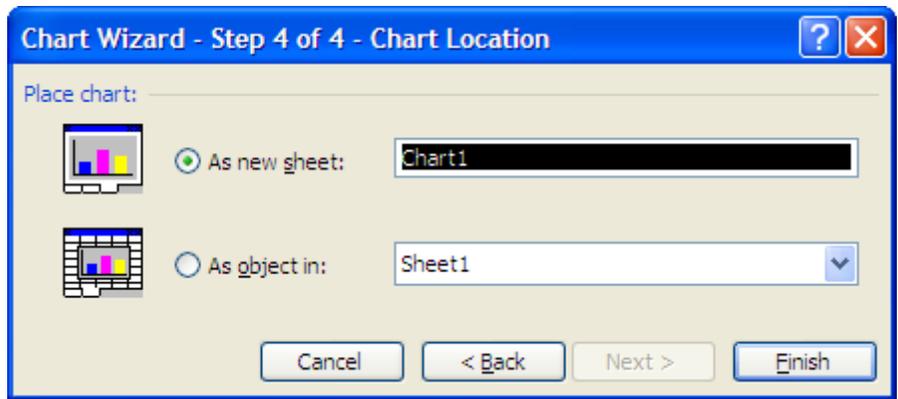
	A	B	C	D	E	F	G
1		Baseball	Basketball	Football	Soccer		
2	Student Athletes in the Colonial League	135	113	228	167		
3							
4							
5							

STEP 4: Go to the **Insert** menu and select **Chart...** A new window will appear as shown below.

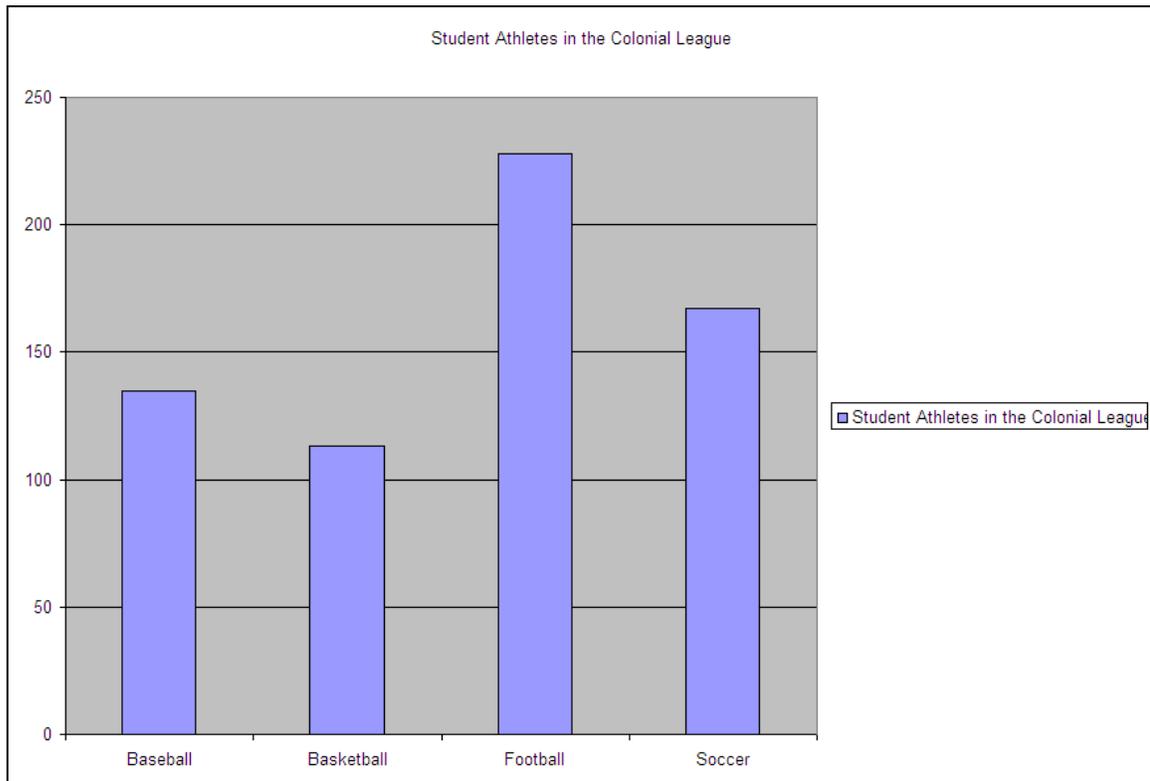


Make sure you have the correct choices highlighted as shown above and click **Next**.

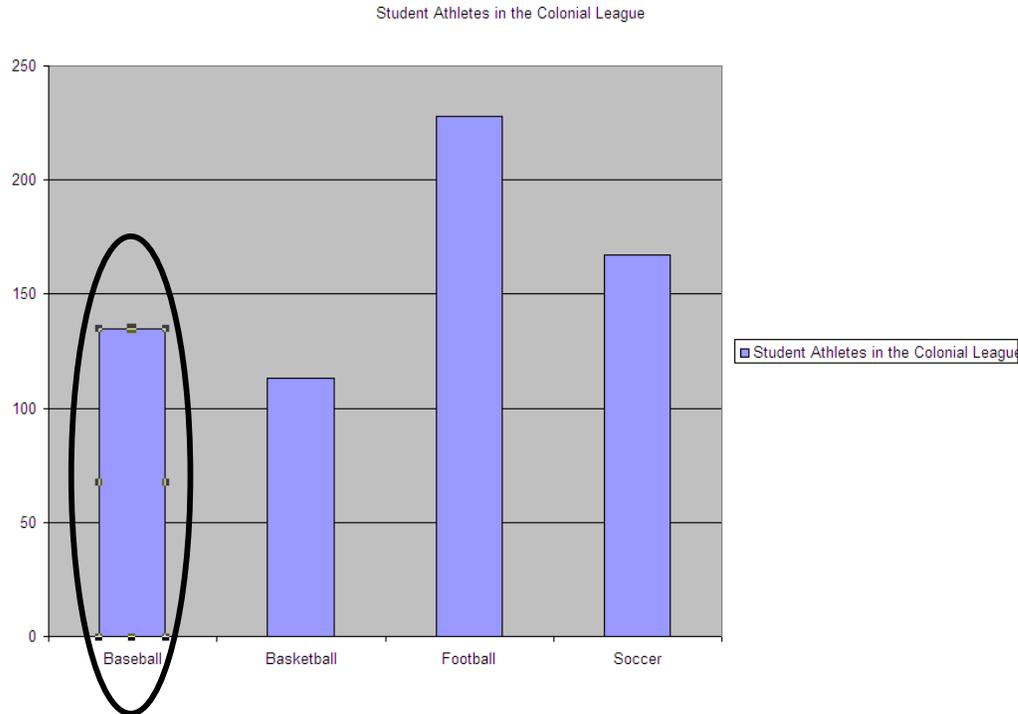
Continue to click **Next** until you get the window that looks like the one on the following page:



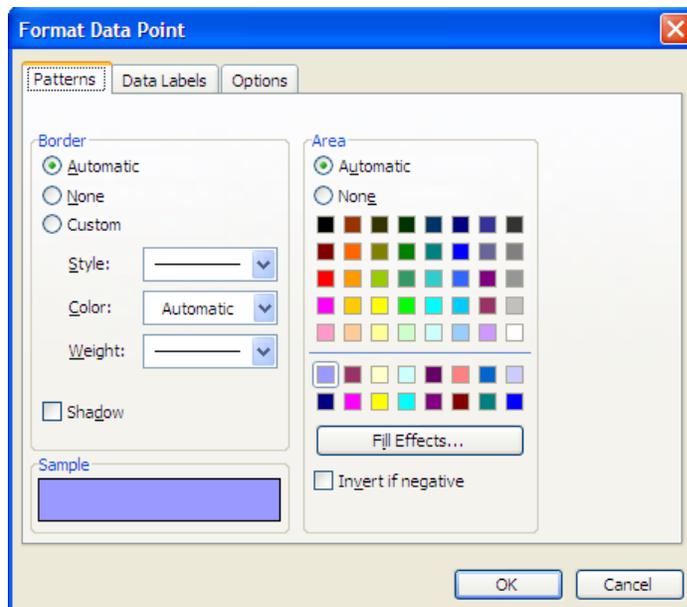
Select **As a New Sheet** and click **Finish**. You will now have created the histogram shown below.



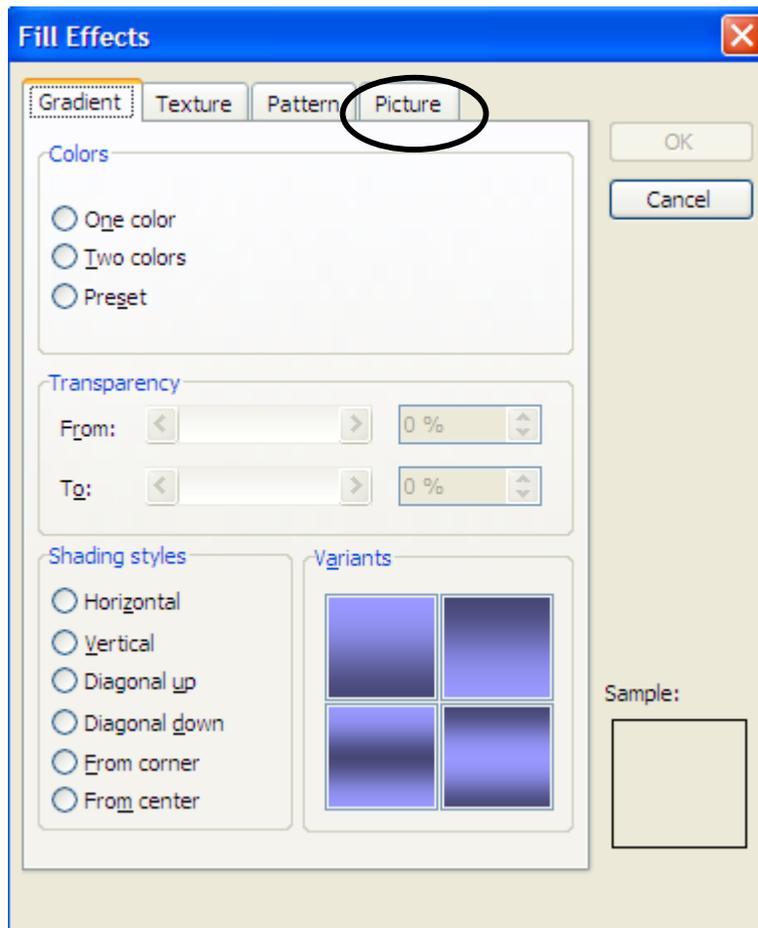
Step 5: Now we will take this ordinary histogram and turn it into a wonderful pictograph!! On your histogram, click on the column that represents the number of student athletes that play baseball so that it looks like the one circled below. Notice the little squares that appear around the column once it is selected.



Once you have the column selected, double click on the column and a new window will appear (pictured below).



Click on the **Fill Effects** button and a new window will appear:

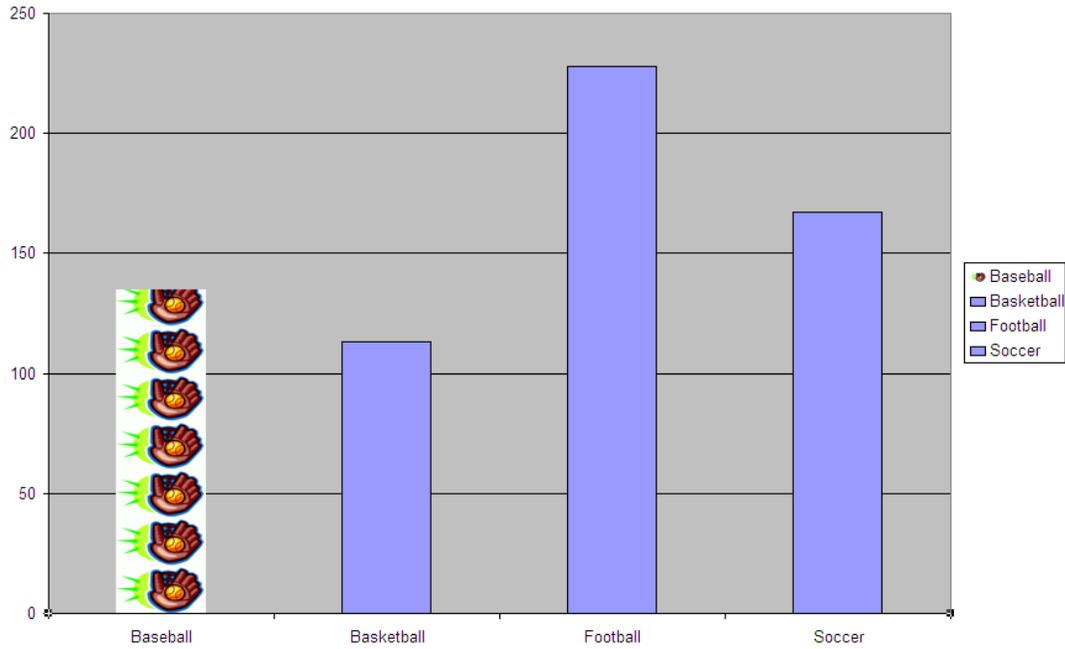


Select the **Picture** Tab (circled above) and click on the **Select Picture** button. This will open a window that shows your **My Pictures** folder. Select the baseball mitt picture and click **Insert**. Your window should now look like this (next page):



STEP 6: Now we need to adjust the format slightly. Select the **Stack and scale to:** option on the window (circled above). Change the number in the **Units/Picture** box from 50 to 20. This means that every picture of the baseball mitt will represent 20 student athletes. Now click **OK**. Click **OK** one more time and now your chart should look like this (next page):

Student Athletes in the Colonial League



Now repeat steps 5 and 6 for the columns that represent basketball, football, and soccer. Once complete, your pictograph should look like this:

Student Athletes in the Colonial League

