

Spreadsheet Instructions

Description: Use a spreadsheet to enter your data and create charts using the data from your soil porosity and absorption investigation as well as your great bean race later in the unit.

Step 1: Enter Your Data

1. Open a worksheet in a spreadsheet application.
2. In cell A1, type the title of your study (for example, type **Soil Porosity and Absorption**).
3. To make your title go across several columns, highlight the cells you want your title to cover, select the **Format** menu, click **Cells**, and click the **Alignment** tab. In the **Text control** section, click **Merge cells**, and click **OK**.
4. You can now center your title and change the font size and style. You can even change the background fill color, like the example below.
5. In row 3, beginning in cell A3, type the types of soil used in the investigation (see the example).
6. In cell B2, type **Amount of water drained**. Starting in cell B3, enter the amount of water drained (after subtracting the 250 ml) for each of the soil types.

	A	B	C
1	Soil Porosity and Absorption		
2		Amount of water drained	
3	Loam		
4	Clay		
5	Sand		
6	Humus		
7	Potting soil		
8	Native soil		

Step 2: Create Your Chart

1. Highlight all of the cells.
2. Choose **Chart** on the **Insert** menu.
3. Choose the chart type that you think best represents your data, click the **Next** button, and then follow the directions for your type of chart.
4. Add titles for your chart.
5. Place your chart as an object on the original worksheet.
6. Save the file.