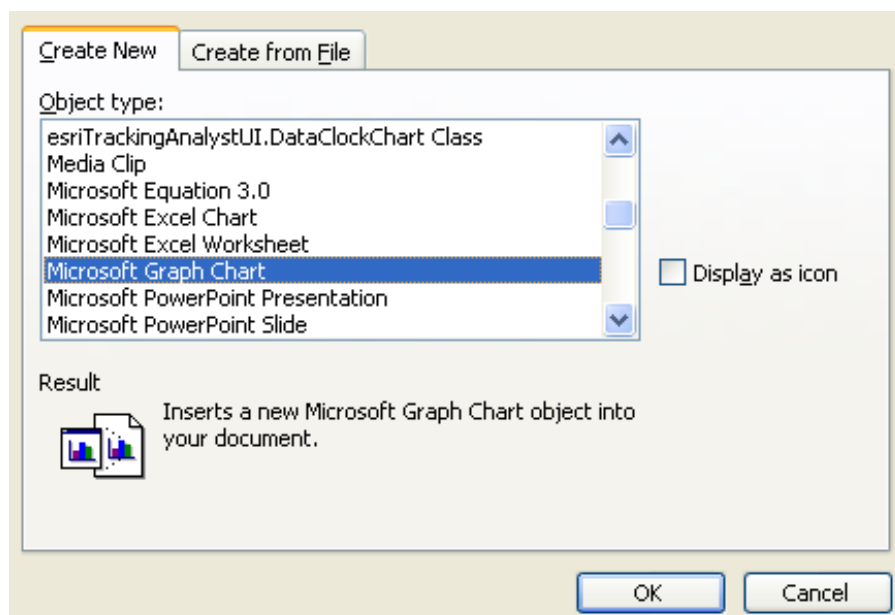


Drawing a Rainfall Graph

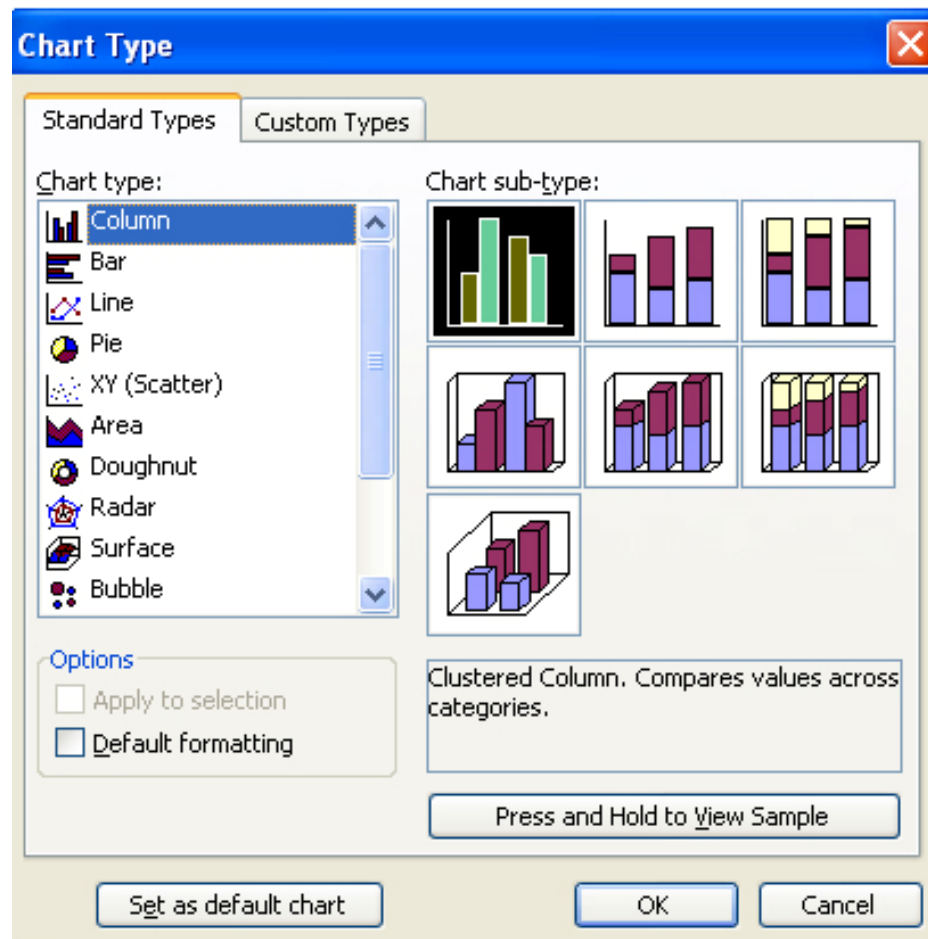
Select the table that contains the rainfall data and months by clicking and dragging.

Months	Rainfall Average (last 10 years) mm
Jan	93
Feb	59
Mar	33
April	15
May	6
June	17
July	0
Aug	5
Sep	144
Oct	68
Nov	74
Dec	83

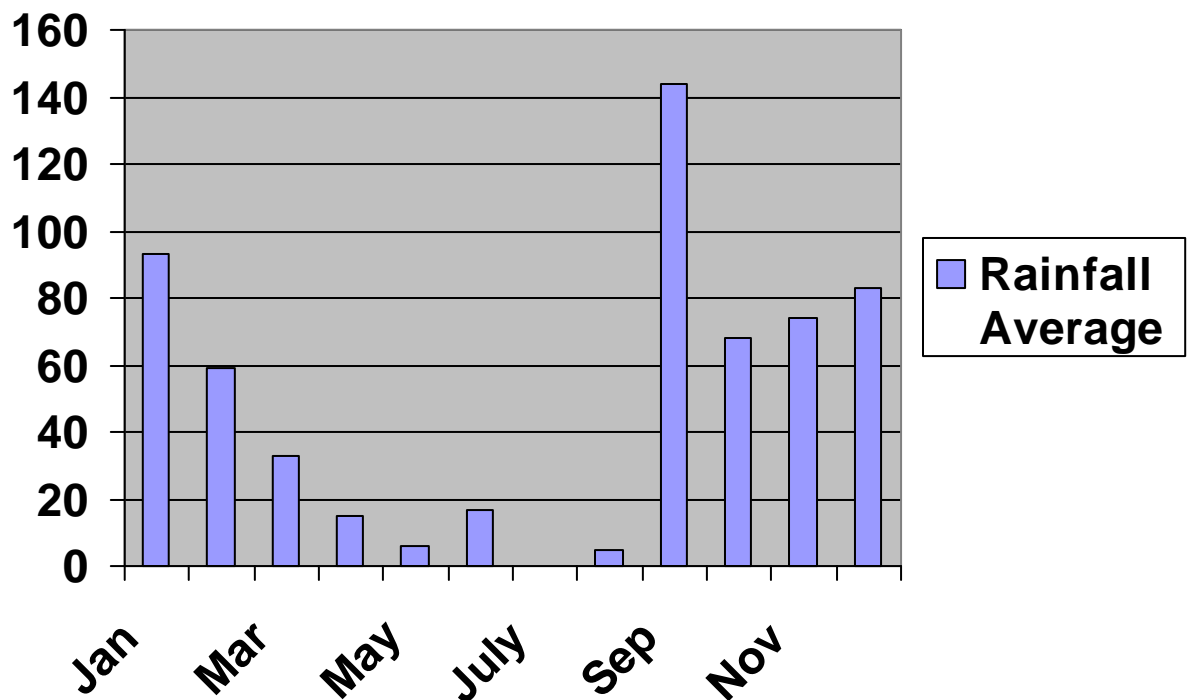
Click on **Insert** on the top menu bar, then click on **Object**, then select **Microsoft Graph Chart**. This opens a chart wizard, a set of very helpful instructions.



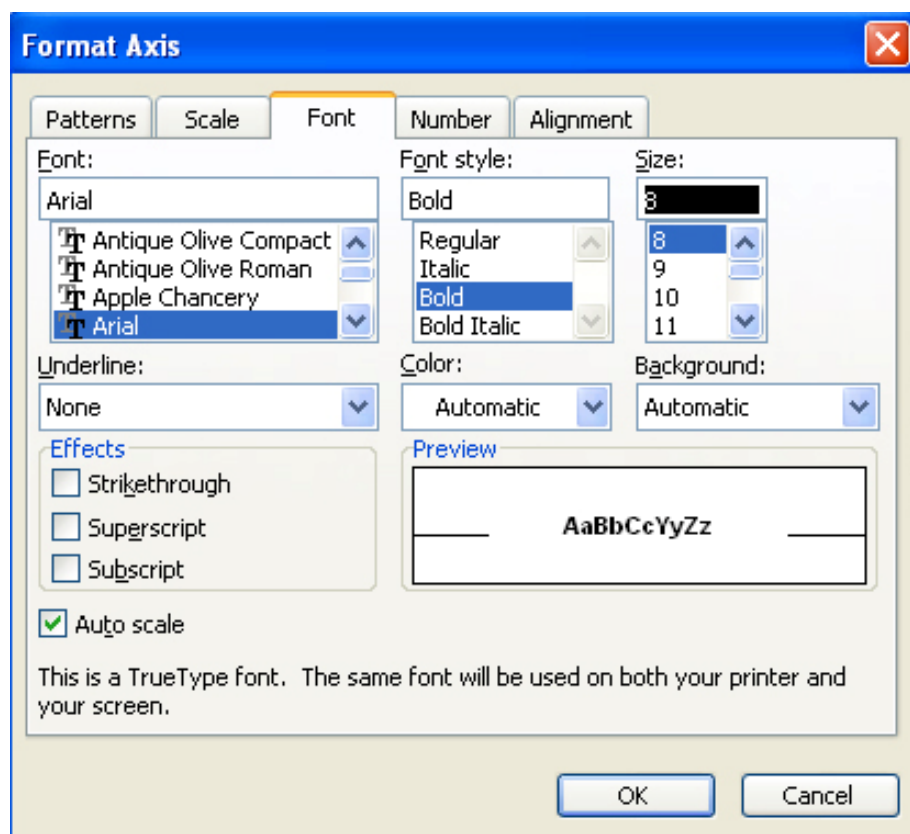
Click on **Chart** on the menu bar and select **Chart Type**. The chart wizard will open. Select the *Column graph* function on the left side panel and select the *Clustered Column* on the right panel.



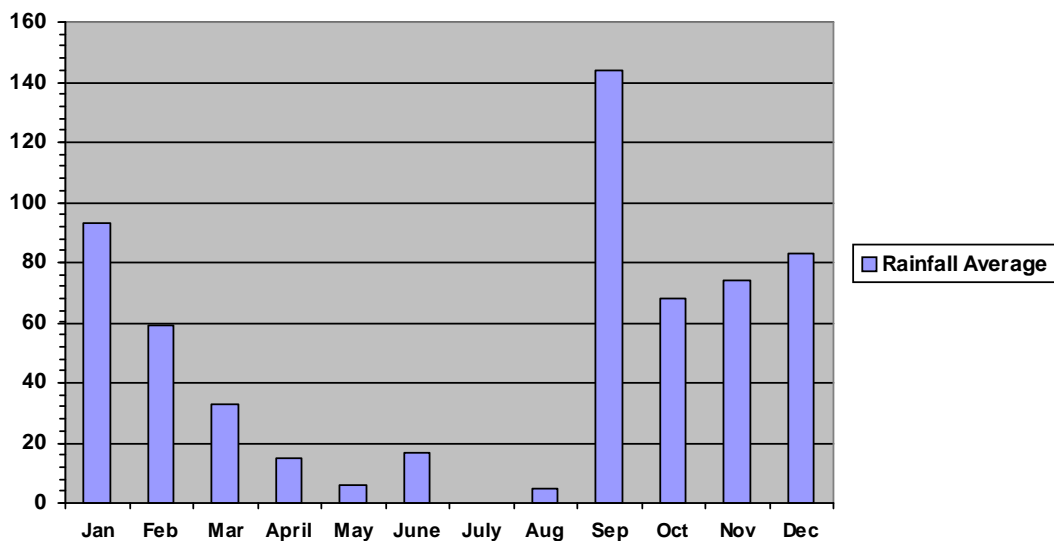
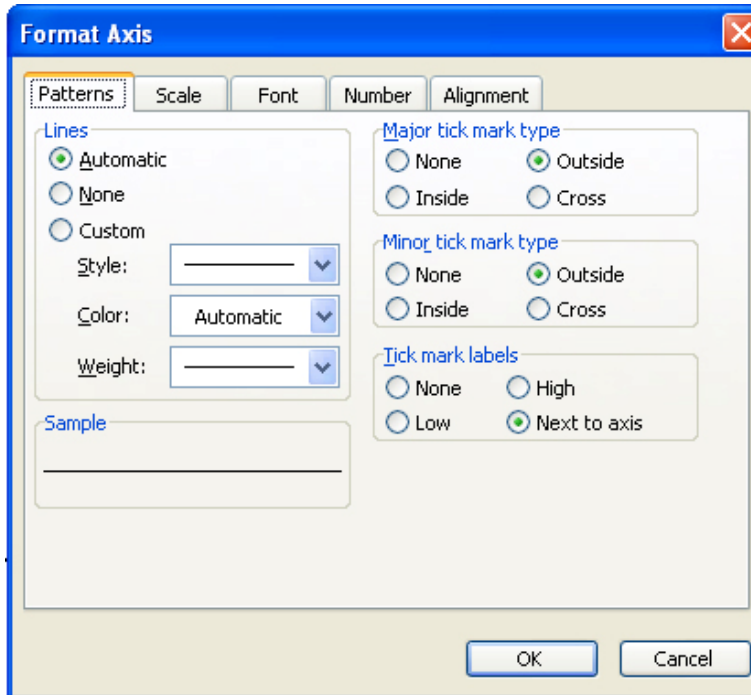
Click on **Data** in the menu bar and select **Series in Columns**. You can then resize the box which the graph is in by clicking and dragging on the small boxes around the edge.



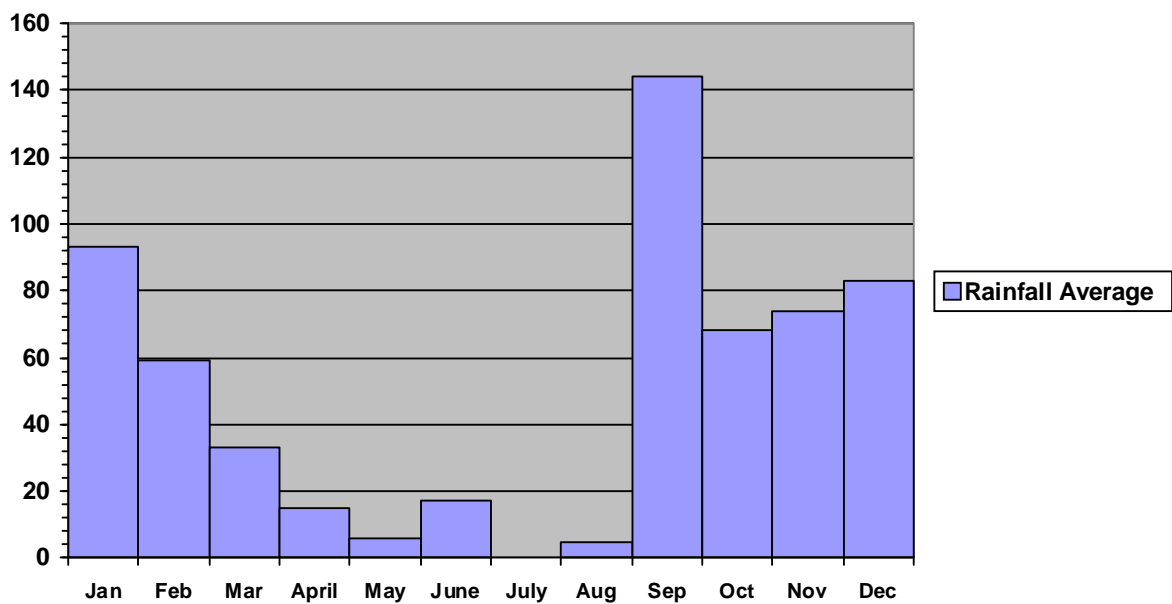
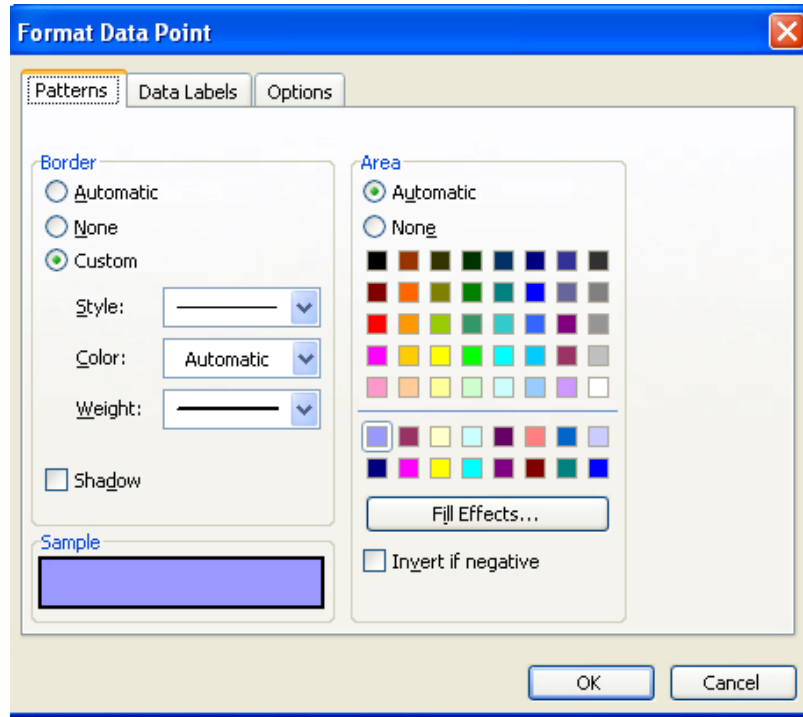
Click on one of the months to reduce the font size so that all months will be visible. From the Format Axis window, select Font and reduce the font size to 8.



Click on one of the rainfall readings. In the Format Axis window change the font size to 12. On the same window click on Patterns. Tick the Outside button in the Minor tick mark type.



Now we will change the thickness of the bars on the graph. Right click on any column and choose "Format Data Point" In the Options window reduce the width gap to 0. On the "Patterns" tab you can change the colour of each column. Click "OK" when finished.



Right click on the Plot Area of the graph and choose Chart Options. In the Titles window ,

- Name the Chart Title *Malta Average Rainfall*
- Name the X-axis *Month*
- Name the Y-axis *Rainfall (mm)*

In the Legend window tick bottom, to place the legend at the bottom of the graph.

You will now have a new sheet called Malta Average Rainfall and it should look something like this:

