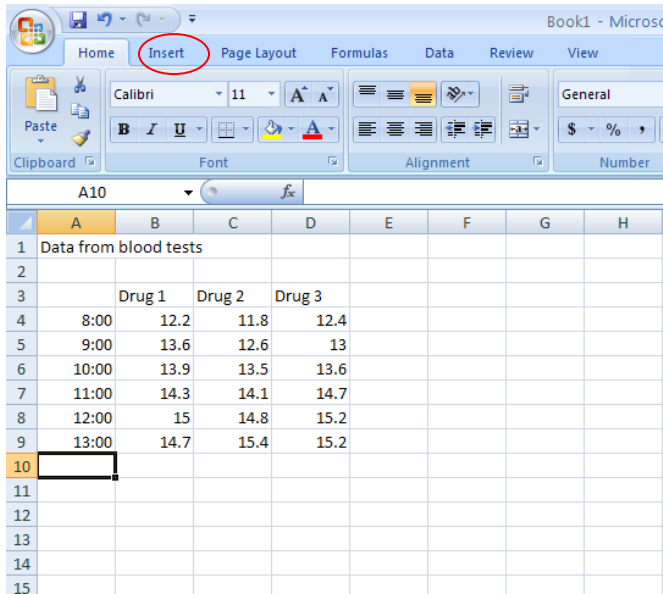


Excel Graphs and Printing from PowerPoint

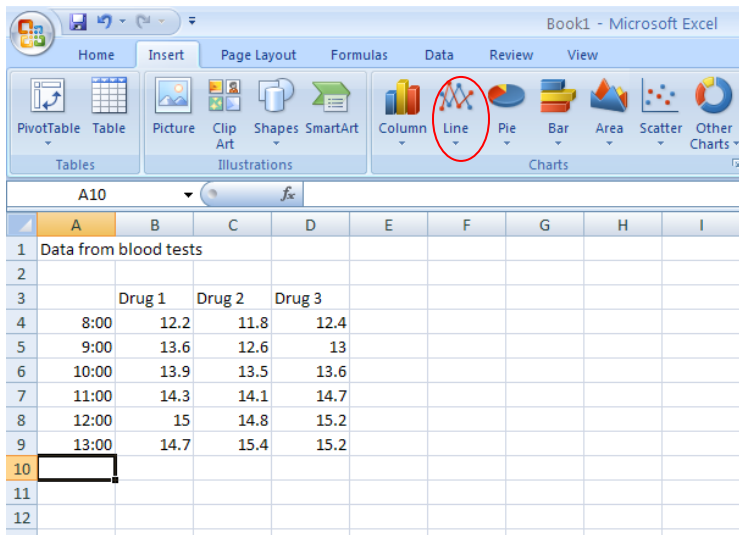
How do I create a graph in excel with multiple sets of data?

Let's say you are a nursing student who has been assigned to create a chart of blood level results for 3 different drugs, with blood drawn hourly over the space of 6 hours. Once you put your data into excel, it may look something like this:



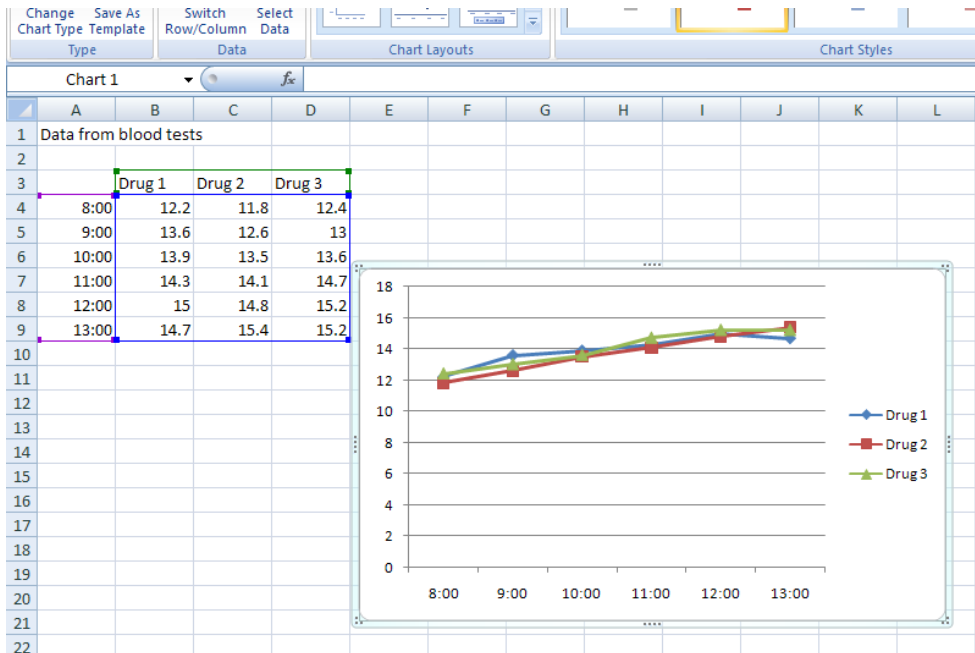
	A	B	C	D	E	F	G	H
1	Data from blood tests							
2								
3		Drug 1	Drug 2	Drug 3				
4	8:00	12.2	11.8	12.4				
5	9:00	13.6	12.6	13				
6	10:00	13.9	13.5	13.6				
7	11:00	14.3	14.1	14.7				
8	12:00	15	14.8	15.2				
9	13:00	14.7	15.4	15.2				
10								
11								
12								
13								
14								
15								

How do you turn this raw data into a graph with 3 lines, and the timeline running along the horizontal (X) axis, and the levels running along the top? First, click the insert tab (circled) to show the insert options on the toolbar.

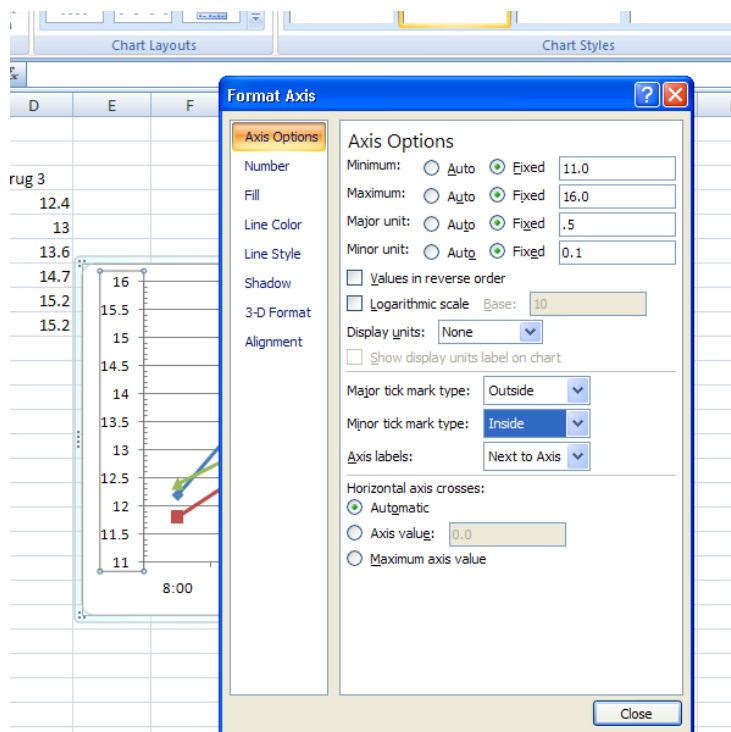


	A	B	C	D	E	F	G	H	I
1	Data from blood tests								
2									
3		Drug 1	Drug 2	Drug 3					
4	8:00	12.2	11.8	12.4					
5	9:00	13.6	12.6	13					
6	10:00	13.9	13.5	13.6					
7	11:00	14.3	14.1	14.7					
8	12:00	15	14.8	15.2					
9	13:00	14.7	15.4	15.2					
10									
11									
12									
13									
14									
15									

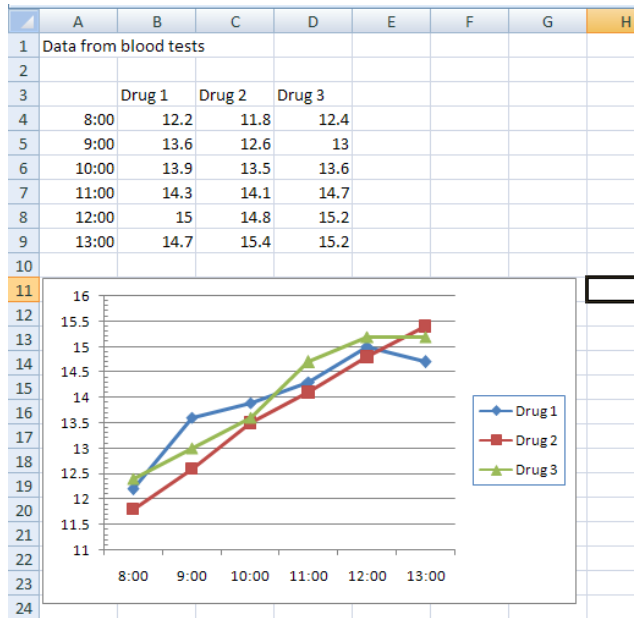
Click on line chart (circled). Pick the style of line chart that you want from the popup that appears. A basic chart will appear with your data.



Almost there! Now, you'd like to shorten the vertical axis, so you can see the details in the chart more clearly.



Right click the axis you'd like to change, and select "format axis". Change the values in the popup box to change the chart to the scale you would like, add/change line properties, or other details. All axes, legends, lines, etc. within a graph can be edited in this way.



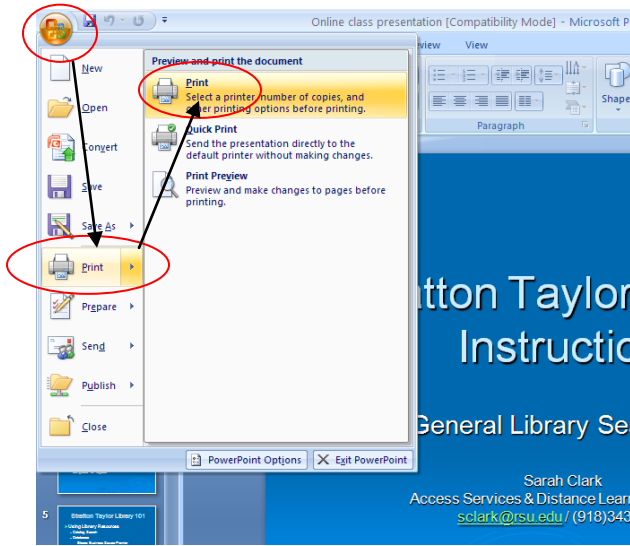
Here is the finished product! You can also select the chart as a whole to move it to other sheets within the excel file, or even copy and paste it into another file such as a word document. Good luck!

For more help with excel charts or other spreadsheet functions, consult:

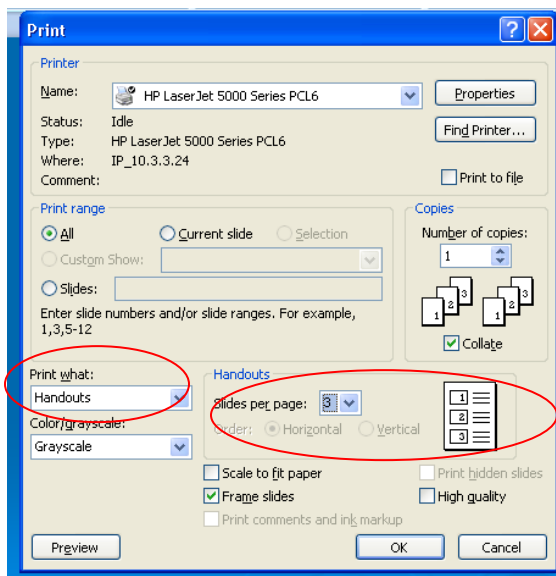
Thomson Course Technology. New Perspectives on Microsoft Office 2007: Windows XP Edition. Boston: Thomson Course Technology, 2008. Available on reserve at Stratton Taylor Library, HF5548.4 .M525 N4885 2008.

How do I print out handouts (3 or 6 slides per page) in powerpoint?

You need to print a presentation so that you will be able to easily take notes in class as it's presented. However, the file is 30 slides long, and you don't want to have to carry a stack of paper to class with you! Fortunately, Powerpoint has an easy way to print multiple slides on each piece of paper. Some layouts even have ruled lines next to the slides for you to use in taking notes.



After opening the presentation, click the round button in the top left corner of the window. Hover over the "print" icon, and when the options for printing the file come up, select Print (NOT quick print).



When the print box comes up, you will want to make two changes. First, change the value in the "print what" dropdown box to handouts. Then select the number of slides per page. You will see a little

diagram of what the finished page will look like. I prefer 3 slides per page, but you can select anything from 0 to 9 slides. When done, click OK and the presentation will print in the handout style you selected.

Other Common Technical Questions:

How do I log into...?

Instructions for logging into all campus services are on the brochure holder on the left side of the reference computer. Use the following instruction sheets for the following needs:

Lab Computers: "Individual Computer accounts for students". Note: the same user ID and password is used for Hillcat hub and the VPN, though login locations are different.

Email: "Student Email Accounts".

WebCT: "Student Access to WebCT"

Wireless: "Instructions for Wireless Internet Access from RSU Stratton Taylor Library"

Hillcat Hub (Portal, enrollment, schedules, etc.): "Student Portal Accounts: How to access the Portal"

Off-campus access to databases (AKA "the VPN" or "libsearch.rsu.edu": "How to Access Electronic Databases off campus", OR visit <http://www.rsu.edu/library/offcampus-access.html>

The System won't let me log into...

Make sure the student is following the correct procedure, and is using the proper username and password. If the student is unable to log in, have them contact the help desk at x7538, or visit Prep Hall 210.

How do I find a persistent link for a source and add it to my works cited page?

Instructions for persistent links can be found at <http://www.rsu.edu/library/persistent-urls.html>

How do I know which database to look for a specific journal article I've been assigned?

Serials Solutions is a searchable list of all our journal subscriptions, with links to the databases where they can be found (library locations for print/fiche journals are noted as well). Go to the Library Catalog and select "Search for Journal Titles" (directly below "Search Catalog")

How do I make an Interlibrary Loan (ILL) Request?

EBSCOHost and FirstSearch databases contain a direct link to our interlibrary loan system on each article. For books and articles not indexed in EBSCO, visit <http://www.rsu.edu/library/ill.html>

