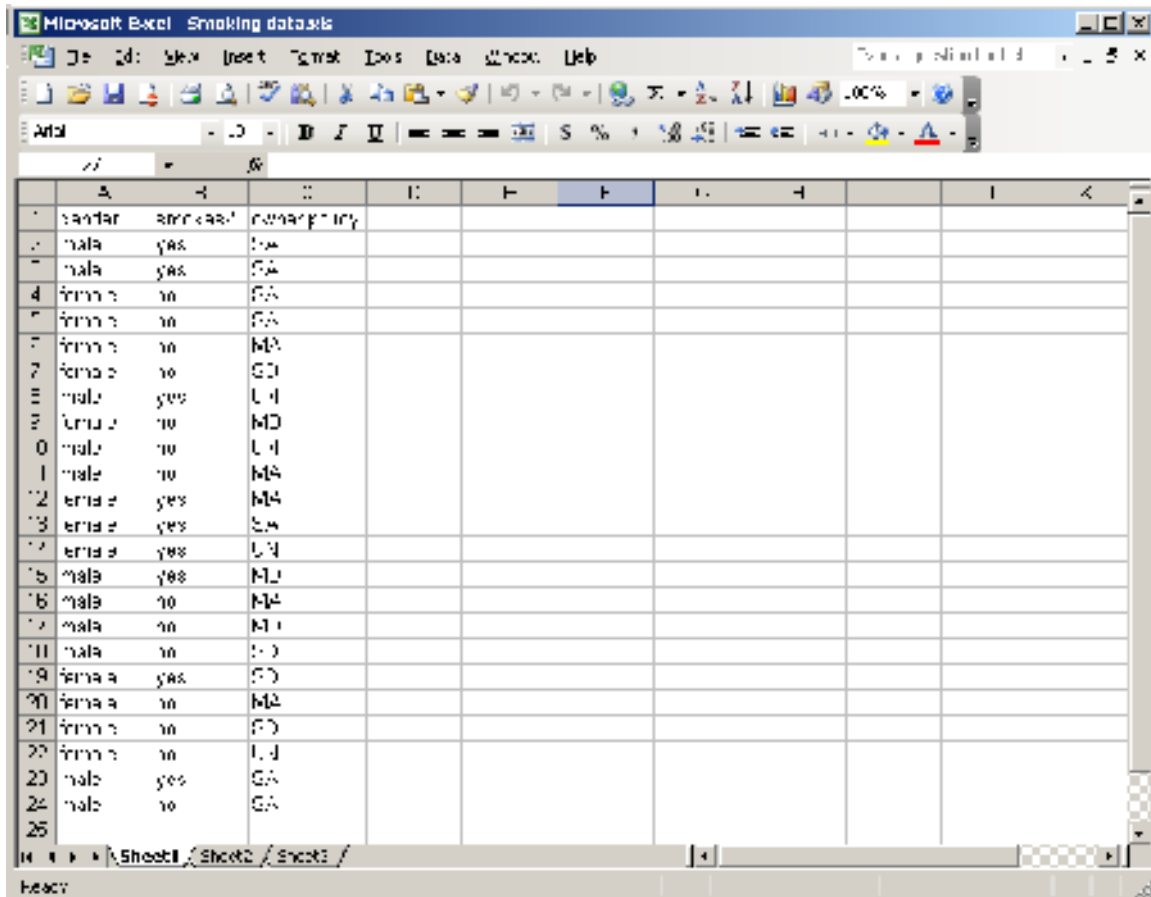


Using Microsoft Excel to Summarize Data in Charts and Graphs

Typically when data are entered into a spreadsheet, each row represents an individual in the study and each column represents a variable measured. Below is an artificial data set based on some of the questions on Ms. Trumbo's sample survey/questionnaire, entered into a Microsoft Excel spreadsheet.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	gender	smokes?	ownpolicy																							
2	male	yes	SA																							
3	male	yes	SA																							
4	female	no	SA																							
5	female	no	SA																							
6	female	no	MA																							
7	female	no	SD																							
8	male	yes	LI																							
9	female	no	MD																							
10	male	no	LI																							
11	male	no	MA																							
12	female	yes	MA																							
13	female	yes	SA																							
14	female	yes	LI																							
15	male	yes	MA																							
16	male	no	MA																							
17	male	no	MA																							
18	male	no	SD																							
19	female	yes	SD																							
20	female	no	MA																							
21	female	no	SD																							
22	female	no	LI																							
23	male	yes	SA																							
24	male	no	SA																							
25																										

So, for example, the first person to complete the survey is summarized in Row 2. He is male, he smokes, and he strongly agrees that All restaurant owners should be able to make their own policies concerning smoking/non-smoking sections.