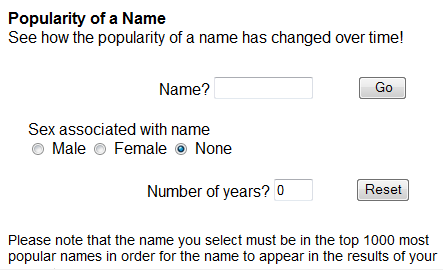
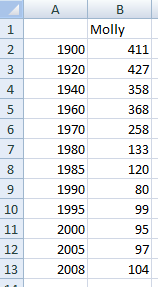
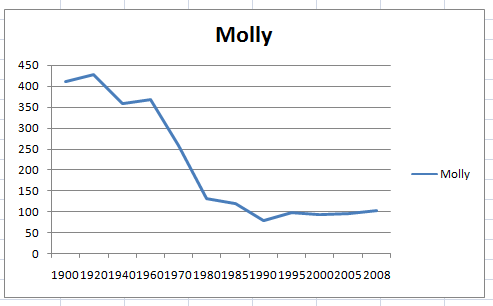
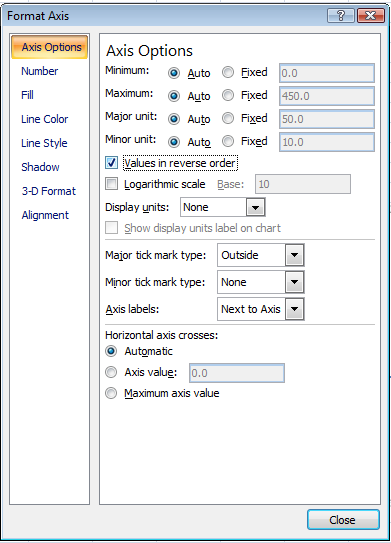
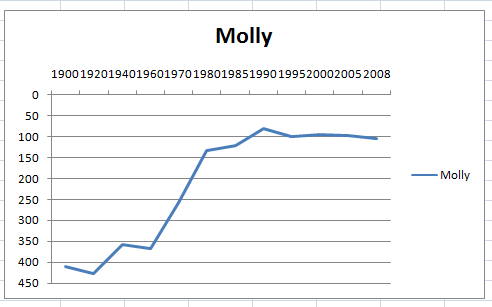
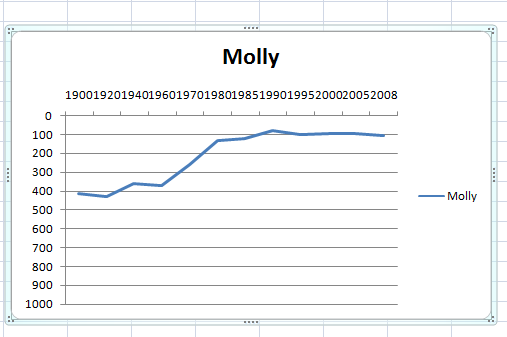
Computer Technology  
Assignment 7  
Microsoft Excel 2007

1. Today you will be creating a graph in Excel which will show the popularity of your name and other names that are meaningful to you. NOTE: If you have a very unusual name that is not on the list at all or very little, you may select any other names of your choice for this assignment**.** Please open up a blank page in Excel.
2. Now, go to the Social Security website. This site tracks the top 1,000 names each year going way, way back. The site is: <http://www.ssa.gov/OACT/babynames/>.
3. You will see a section telling last year’s top ten names. Below that, is the specific name selector. Enter your name, or the name you would like to graph, in the space provided. Indicate the gender. On number of years, enter about 110, or far enough back so that the year 1900 will appear.
4. You now will see a list of each year and what the name you entered ranked each year. If the rank shows a, that means that it was not in the top 1,000 for that particular year.
5. Now we will graph it. Because this graph is going to show *change over time*, we are going to create a line graph. First we need to enter the information. In a column, enter the years 1900, 1920, 1940, 1960, 1970, 1980, 1985, 1990, 1995, 2000, 2005, and the most recent year. Then, enter the rank for each year. If that particular year does not have a rank, leave it blank. Your information should look something like this:
6. Graph it. Highlight the information, and choose a line chart from the Insert menu.
   1. Most likely, you got a chart that looks like the one below.
   2. SOMETIMES, this doesn’t happen. In the chart below, Excel recognized that the years 1900-20-- are YEARS and not just numbers. If your chart does not look like the example, you will need to reformat the years so that Excel does not treat them as numbers.
      1. To do this, highlight your years entered. Right click and choose Format Cells. In the number list, choose Text.
   3. If your chart DOES look like the one below, do not follow the above step.

Example 1

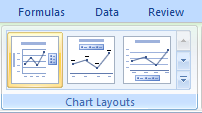
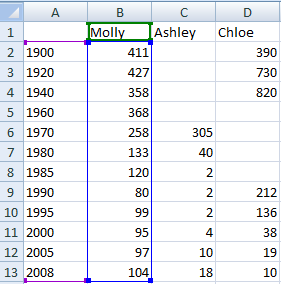
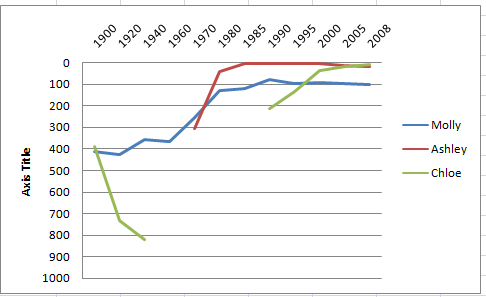
1. Now, this chart is ok, but there are many things we can do to make it *more meaningful.*
2. When making a chart, you want to make sure that the data you are trying to present is clear and meaningful. This chart as it is, is misleading. At first glance, it looks like the name “Molly” was extremely popular in the 1900’s, and then died down by 2008. This is not quite true. It became MORE popular as time went by. We need to reverse our dates, so that the high points of the line indicates high popularity There are two ways to do this:
   1. You can either retype in or rearrange your dates in the data you entered so that the most recent date is on top,
   2. Or you can right click on the axis (the numbers lining the left side) and choose Format Axis. Then just check the box that says “Values in reverse order”
   3. Choose one of these options, or try both. In my example, I will do the second option.

Example 2

1. Now your graph more accurately shows the popularity of the name. But there is still a problem. The graph makes it look as if Molly was not at all popular in 1900, and increased rapidly after 1970. This is not quite true either—because our Axis is off. Remember that we are looking in the top 1,000 names—and Molly starts at 411. Therefore, it was moderately popular in 1900, not at the bottom of the list.
   1. To fix this problem, right click on the left axis, and choose Format Axis. You will see a dialogue box appear like the one above.
   2. Next to Maximum, click on the “fixed” circle. Then change the amount to 1,000. Then click Close.

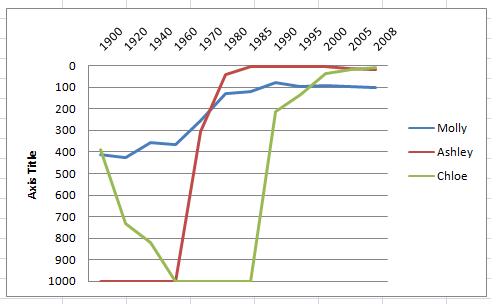
Example 3

* 1. Now the graph is a better representation of the name.

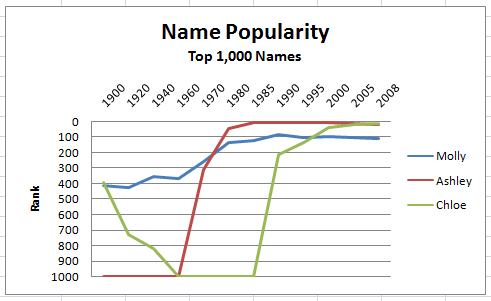
1. Highlight your chart and go to Chart Tools. Change the layout to Layout 1, as shown.
2. Now, I have assumed in this example that you have chosen a name that has data for each of the years given. It is very possible that the name you choose will not have existed in 1900, or it will have periods where it does not show up on the list at all. I will address these problems as well as we add three more names to our chart.
3. Choose three more names and list them and their data next to your first name. You may want to select family members or friends, names that mean something to you. They will not yet have any impact on your first graph. Go back to the Social Security website and enter the name on the left side and select Go. Then enter the information. Again, if the name has no data for particular year, leave it blank.
4. I have chosen to enter the names Ashley and Chloe. Notice that Ashley did not appear until the 60’s, whereas Chloe was unpopular for several decades and then reappeared.
5. To add these names to your graph, do the following steps:
   1. Highlight your graph. Note that your data has colored lines around it.
   2. Put your cursor on upper right hand corner of the green section, so that your cursor turns into a two-sided arrow. Then pull the lines over to encompass your new columns.

Example 4

* 1. Now the new information was added to your graph.

1. Now we still have problems. Notice that for Chloe, the line just disappears then reappears. For Ashley, it appears suddenly. Keeping the cells blank for the years the name does not appear makes this graph more confusing.
   1. What if we just enter zero? Try it.
   2. This fills in the gaps, but it also makes it look as if the name was really popular those years, instead of not appearing at all.
   3. Ideally, we would enter the rank for those names, even if they are below 1,000, but we do not have that data. So now, try entering 1,000 into those blanks.

Example 5

1. This makes the graph look more accurate. Although these names were NOT ranked at 1,000 those years, the graph still indicates the sudden rise in popularity for these names.
2. Make sure you go back to the chart format, as you did in step 12, and change the formatting back. Your title should be **Name Popularity** and then below that, **Top 1,000 Names.** Change the size of the subtitle to 12. Change the left axis to read **Rank.**
3. If you feel it is necessary, depending on the data you have, you could also change the years to be more accommodating. If you want to change the years so that your year of birth is represented, do so. Or if all three names you chose do not appear until later, there is no reason to start in 1900. These are changes you make to make this graph more meaningful. That is the purpose of a graph!

Example 6

1. You can also right click on various parts of the graph and re-format the color, fill etc. You can add more names if you want as well. When finished, your graph should look something like this:
2. Add a header, print preview, and print.