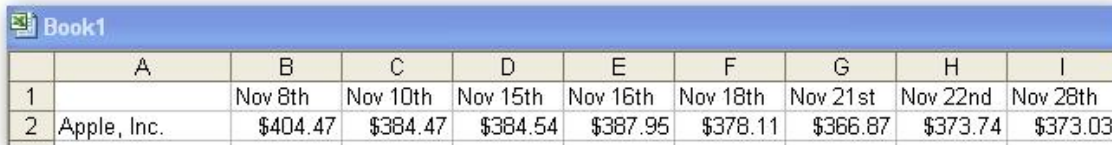# Creating Charts using Microsoft Excel

You need to do this for the 7 stocks that you have held the most number of days. Here are the directions for creating 1 of these seven charts using the version of Microsoft Excel that is on each of the school computers. Also, you must create an 8th graph using these directions for your "Daily Gain/Loss"

1. Open Microsoft Excel
2. Click "View" and drop down to "Header and Footer"
3. Click "Custom Header"
4. In the "Center Section" field, type the full name of the corporation you are creating a graph for.
5. In the "Right Section" field, type your name and class period
6. Click "OK"
7. Click "OK"
8. Starting at cell B1 and working your way to the right of row 1, type the dates for all of the days that you had stock in that corporation
9. In cell A2, type in the name of the corporation
10. In row 2, type in the price of the stock for each of the days you listed

Book1								
	A	B	C	D	E	F	G	H	I
1		Nov 8th	Nov 10th	Nov 15th	Nov 16th	Nov 18th	Nov 21st	Nov 22nd	Nov 28th
2	Apple, Inc.	$404.47	$384.47	$384.54	$387.95	$378.11	$366.87	$373.74	$373.03

11. Highlight all of the prices and click "Format" and choose "Cells"
12. In the "Numbers" tab, choose "Currency"
13. Start at Cell A1, Highlight all of the cells that you have used
14. Click "Insert" and choose "Chart"
15. For chart type, choose "Line" and then click "Next"
16. For "Chart Wizard – Step 2 of 4", click "Next"
17. For "Chart Wizard – Step 3 of 4",
    a. For "Category (X) Axis, type in "Date"
    b. For "Category (Y) Axis, type in "Price Per Share"
18. For "Chart Wizard – Step 4 of 4",
    a. Click "As New Sheet" and type in the name of that corporation in the field next to it and then "Finish"
19. Print out ONLY the chart/graph
20. Save the file in case you lose the printout