



Varsity Sports Attendance

Creating a Line Chart

Overview

Every five years, McKinley High School updates its athletic complex. One major update will be to increase seating in the gymnasium and the stadium fields. To help determine how many additional seats will be added this year, the athletic director asks you to create a line chart that shows the attendance growth for baseball, football, basketball, and soccer. Since you are familiar with using Google Drive, you decide to use Google Sheets.



New Skills

Format Number • Create a Line Chart • Insert an Image • Resize an Image

In this lesson, you will create a spreadsheet and line chart using sporting event attendance data.

Instructions

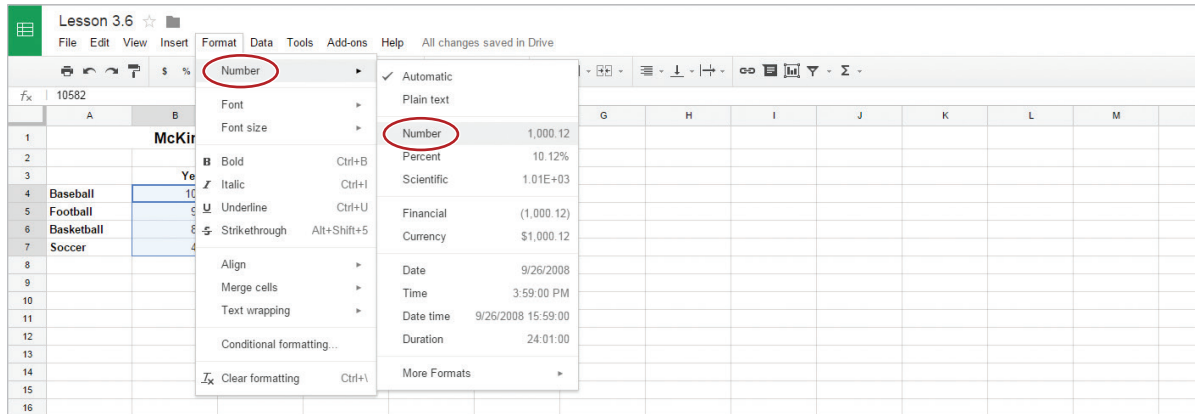
1. In your My Sheets folder, create a new spreadsheet and name it Lesson 3.6.
2. Enter the data as shown below.

	A	B	C	D	E	F	G
1	McKinley High Athletic Event Attendance						
2							
3		Year 1	Year 2	Year 3	Year 4	Year 5	
4	Baseball	10582	7450	8765	9841	11240	
5	Football	9960	14586	15962	18625	19541	
6	Basketball	8825	11548	10254	12542	14625	
7	Soccer	4875	5687	6790	5247	7850	
8							

3. Merge cells A1-F1, center align, bold, and change the font size to 14.
4. Bold and right align row 3.
5. Bold cells A4-A7.



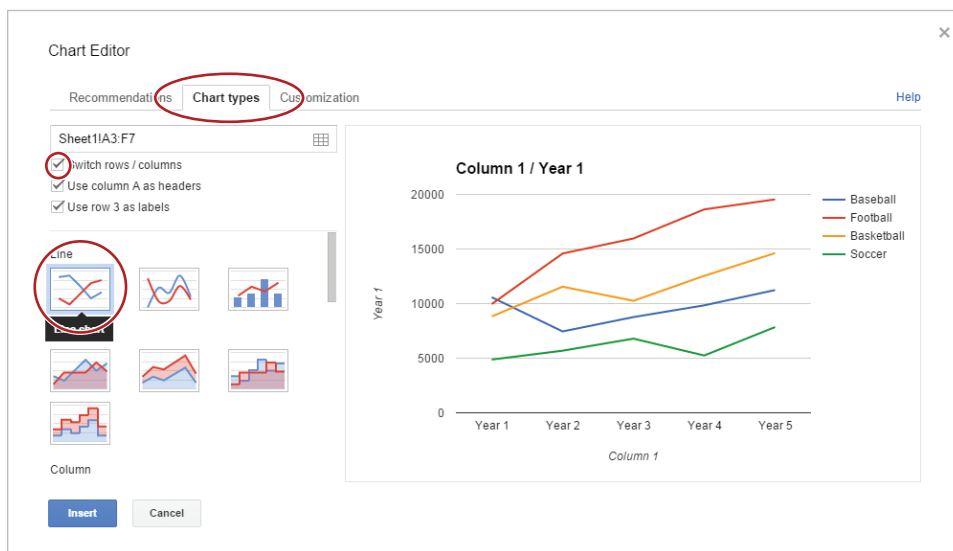
6. **Format Number.** To format numbers with a comma and decimal places, select cells B4-F7, then from the **Format** menu select **Number**, then select **Number**.



7. To round to whole numbers, decrease the decimal place of cells B4-F7 to zero decimal places.

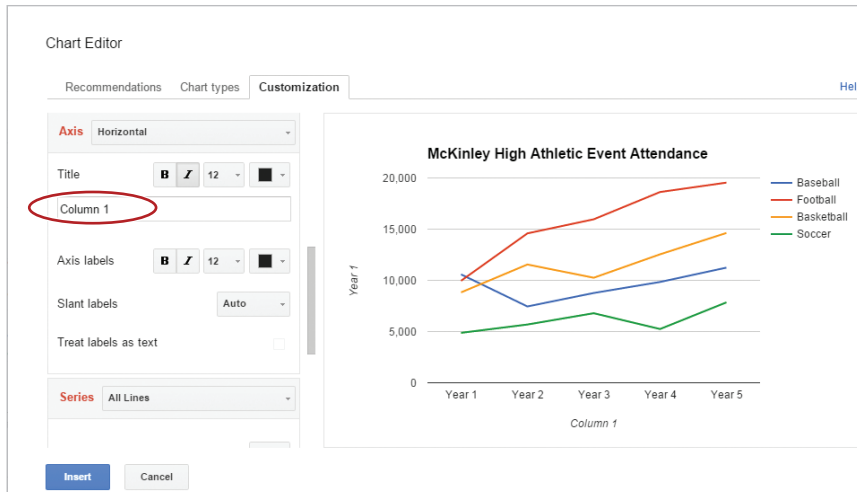


8. **Create a Line Chart.** To create a line chart to show trends over time, do the following:
- Select cells A3-F7, then from the **Insert** menu, select **Chart**.
 - In the **Chart Editor** dialog box, from the **Chart types** tab, click the **Switch rows / columns** checkbox, then select the **Line chart** thumbnail.

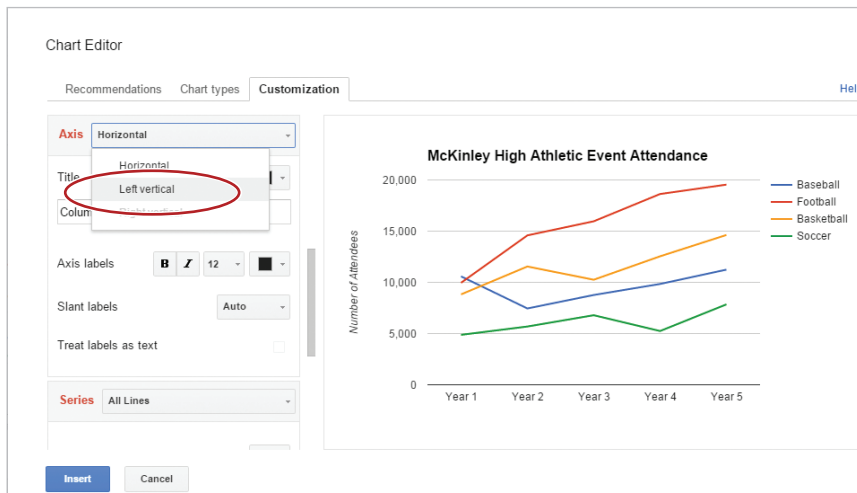


- From the Customization tab, copy and paste the text in cell A1 to the chart title field.

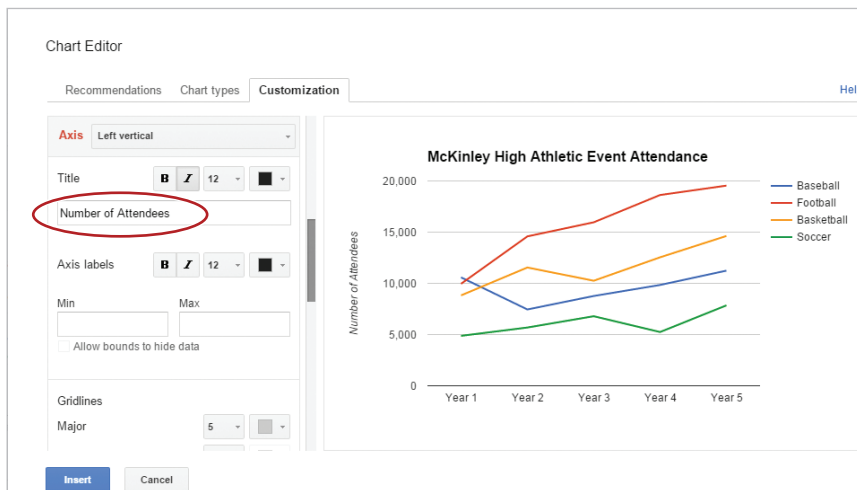
- d. Delete the Horizontal Axis Title.



- e. To add a title to the Y-axis, from the **Axis** drop-down menu, select **Left vertical**.

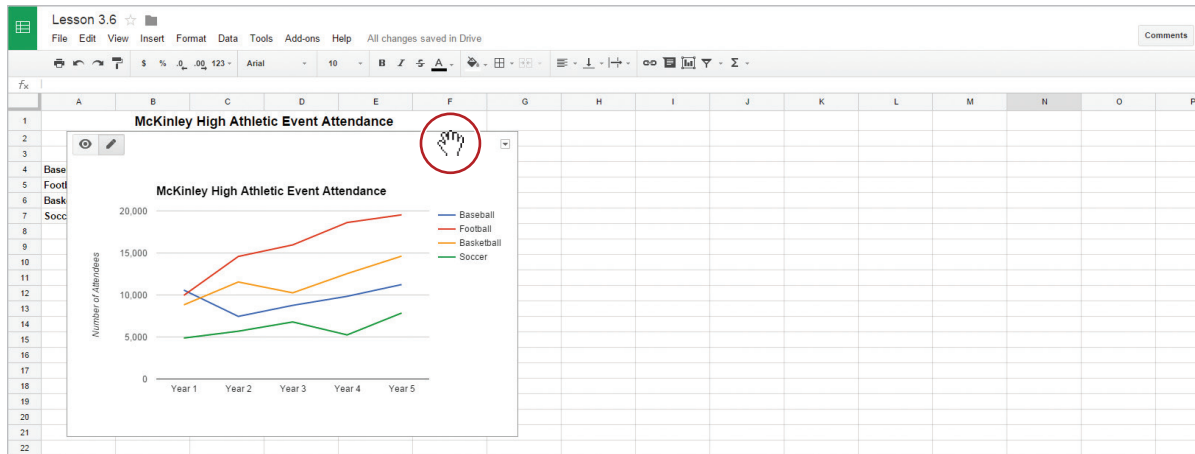


- f. Change the **Axis title** to [Number of Attendees].



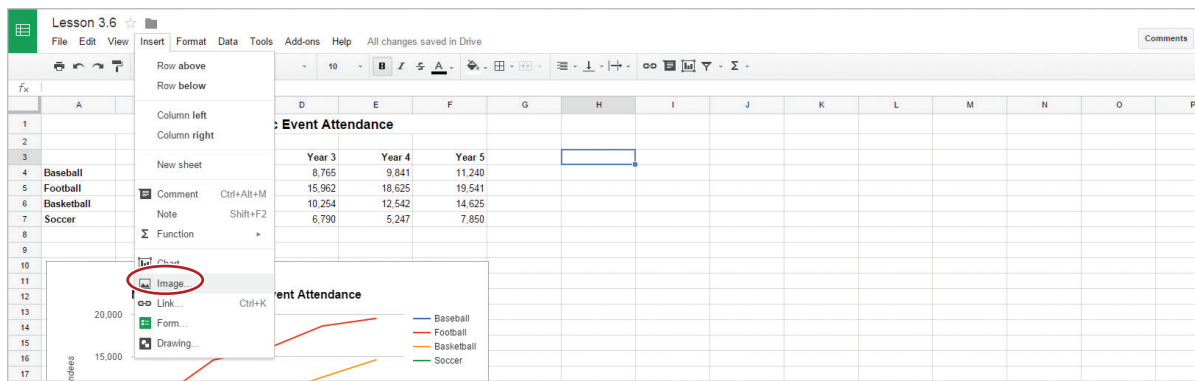
- g. Insert the chart.

9. To reposition your chart so that all data is displayed, place your cursor at the top of your chart until it becomes a hand, then click and drag your chart below the data. Your spreadsheet should look similar to 3.6 Figure A.

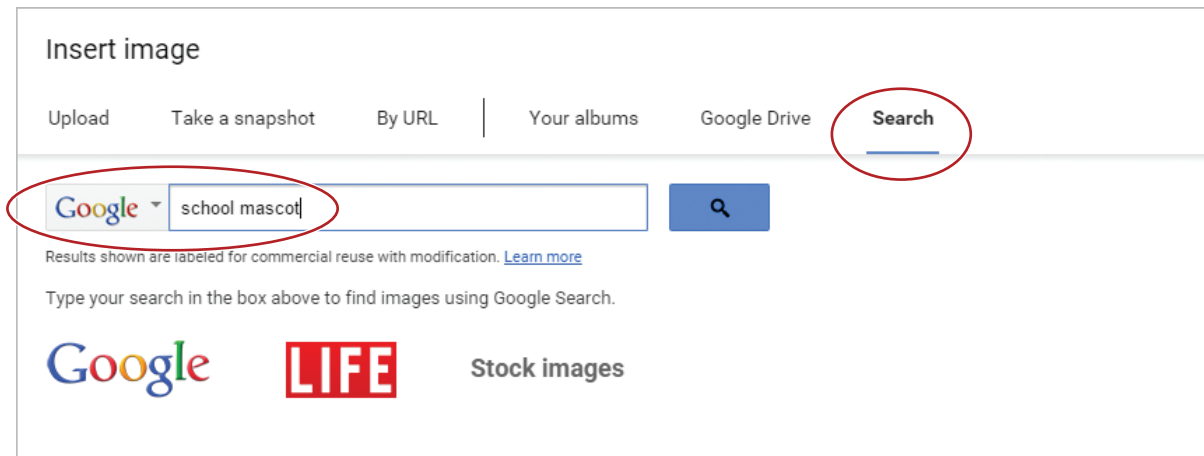


10. **Insert an Image.** To insert an image into your spreadsheet, do the following:

- a. In cell H3, from the **Insert** menu, select **Image**.



- b. Click **Search**, enter [school mascot] in the **Google search** field, then hit **Enter**.



- c. Double-click an image of your choice.



11. Resize an Image. To change the size of an image proportionately (larger or smaller), do the following:

- a. Click the image, then place your cursor over the bottom right-hand corner until it becomes a **double-sided diagonal arrow**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	McKinley High Athletic Event Attendance												
2													
3		Year 1	Year 2	Year 3	Year 4	Year 5							
4	Baseball	10,582	7,450	8,765	9,841	11,240							
5	Football	9,960	14,586	15,962	18,625	19,541							
6	Basketball	8,825	11,548	10,254	12,542	14,625							
7	Soccer	4,875	5,687	6,790	5,247	7,850							
8													
9													
10													
11													
12													
13													



- b. To resize your image proportionately, click and drag the bottom right-hand corner until it fits within columns H and I.

12. Proofread your spreadsheet for accuracy and format.

13. Print preview. Your spreadsheet should look similar to 3.6 Figure A.

14. Share or print your spreadsheet if required.

3.6 Figure A

