Claris Works Tutorial: Circle Graphs

by Alec Fehl (This file is “e-mail-ware”. If you use it, e-mail the author: JACALART@AOL.COM)

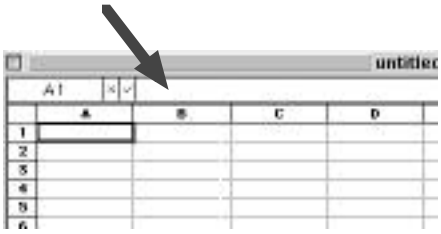
1. Launch ClarisWorks and you will be presented with a dialogue box where you can select your project type. Since charts and graphs are made from a spreadsheet document, select **SPREADSHEET** by clicking once on it, then click **OK**.

2. As pie graphs are generally used to compare percents, lets use the following data for this tutorial session:

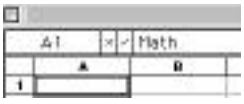
50 students were surveyed. 20 said Math was their favorite subject, 18 preferred English, 9 loved Science, and 3 favored P.E.. (My bias is probably showing!)

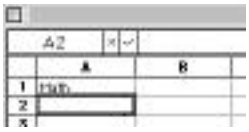
3. Your spreadsheet is arranged in columns A to infinity and rows 1 to infinity. You type your information in cell by cell. Cell A-1 is selected by default, so let’s start typing our data in.

4. Click once anywhere in the area next to the check mark to verify your flashing cursor.

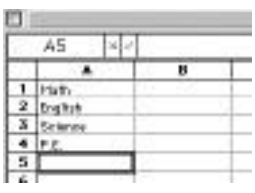


5. Now type in “Math”. (Omit the quotation marks.) Then hit the RETURN key on the keyboard. This enters the text into the selected cell, and automatically selects the next cell in the column.

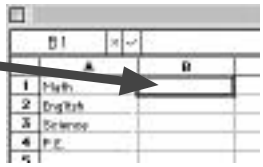


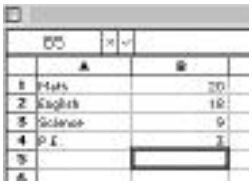


6. Continue filling in the rest of this column by typing “English”, then hitting the RETURN key. Type “Science”, hit RETURN. Type “P.E.”, hit RETURN.

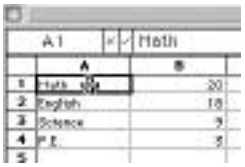


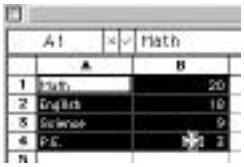
7. We must now move to the next column (Column B) to enter the rest of our data. Click once in cell B-1 to select it. Then enter the rest of the data as per step #2.



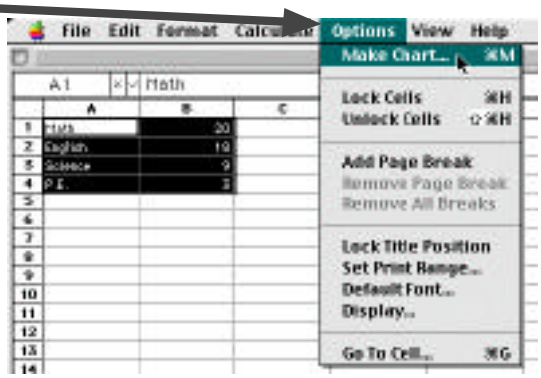


8. Now all of our data is entered. All we need to do is make our graph. But first, you have to tell the computer what data you want to use, so click *and hold* in cell A-1, then drag diagonally to cell B-4. All the cells will be highlighted, showing you have selected them. Cell A-1 *will not* be highlighted. Don't worry! The 1st cell never gets highlighted!





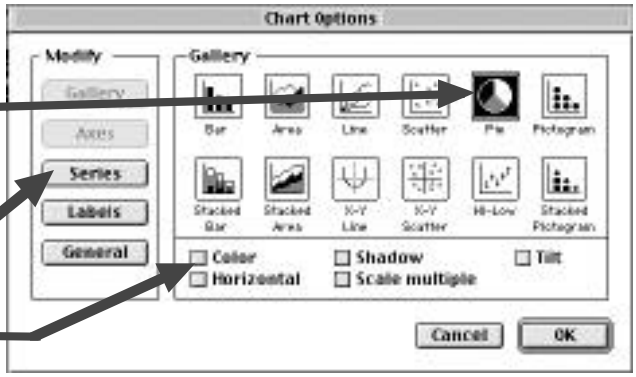
9. From the **OPTIONS** menu, select **MAKE CHART**.

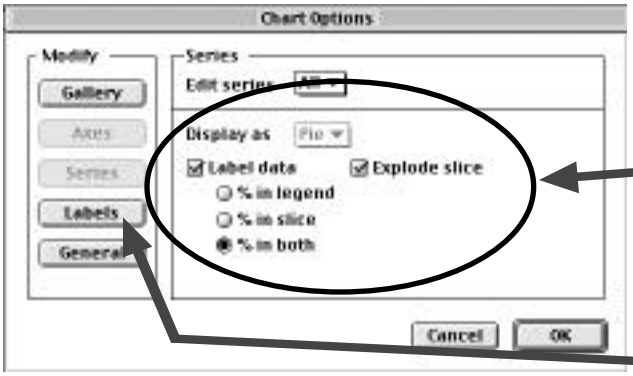


10. Now we get to select our type of graph. Click once on **PIE**.

Make sure none of these are selected!

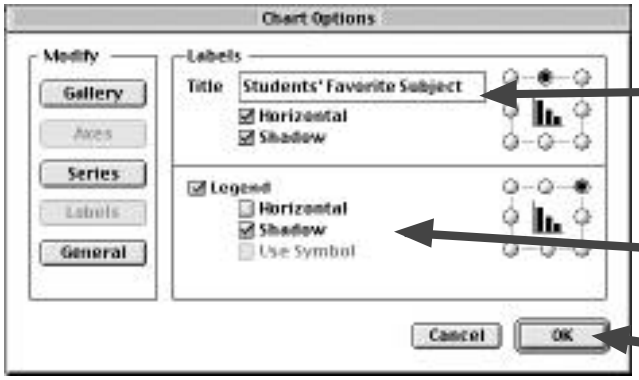
We need to customize our graph. Click on **SERIES**.





11. Click **LABEL DATA**, then click **% IN BOTH**. This will display the percentage in both the pie as well as the legend. Click **EXPLODE SLICE** to make the graph look as though the pie pieces are separating.

Finally, click on **LABELS**.

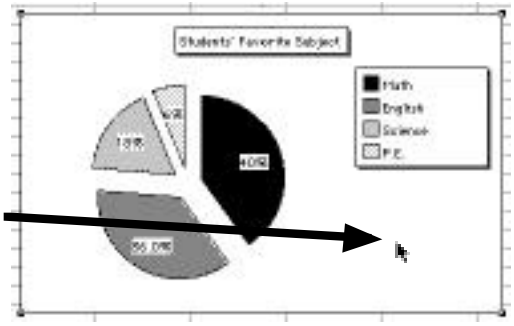


12. Type in a title for your graph, then choose it's position in relation to the actual graph. Since we want it centered over the top of the pie, that's what we select. We'll also select **HORIZONTAL** and **SHADOW** to make it fancy.

Click **LEGEND** so a legend will be displayed. Click **SHADOW** to make it a little fancy, and position it in the **TOP RIGHT** corner.

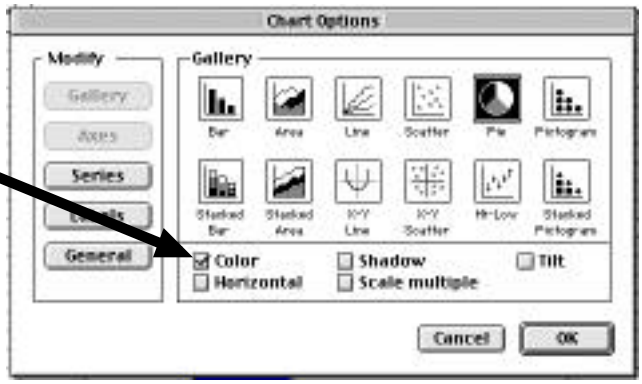
Finally, click **OK**.

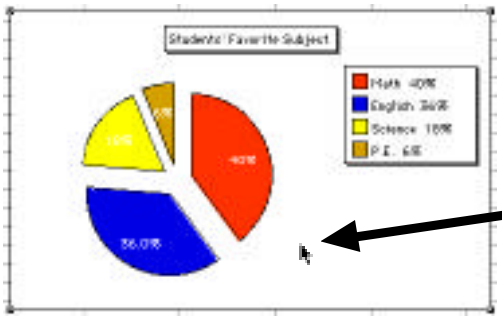
13. Uh-oh! A glitch in ClarisWorks (if you are using version 4.0 like me)! Notice that the percentages are NOT displayed in the legend even though we selected the option to have them! A silly problem with a quick fix. You see, Claris won't display those percents if your chart is not in color, and remember, we turned the color off! So, just double-click anywhere in the white space in your chart.



(Steps 13 - 16 fix this problem. Perhaps in future versions of ClarisWorks, these steps may be omitted. If your version DOES display percents in the legend, skip ahead to step 17.)

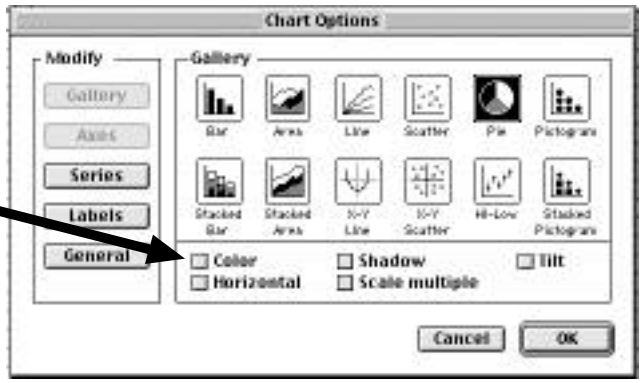
14. Turn the color on, then click **OK**.



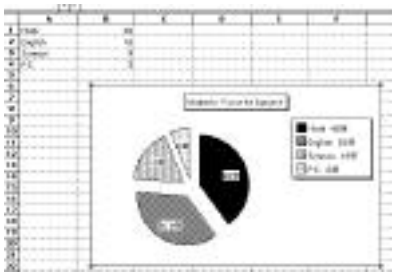


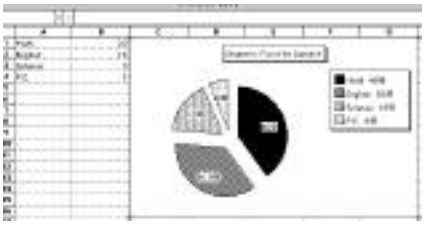
15. Hey -- look at that! Now we get percents AND color! But since we can't print in color, we need to turn color back off. Double click in the frame again.

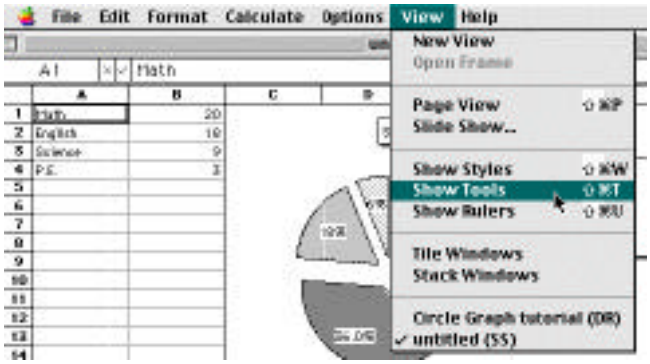
16. Turn **COLOR** back off.



17. Now we get our percents -- and no color! Drag the graph to wherever you want it on the page. Now, let's customize this even more!

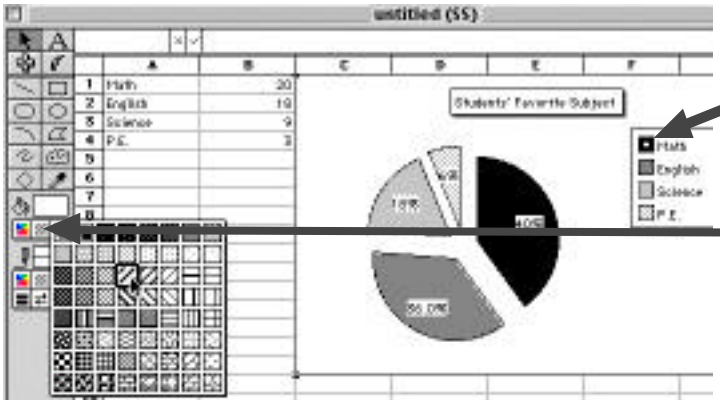






18. From the **VIEW** menu, select **SHOW TOOLS**.

19. Your Tools show up on the left of the screen. Let's change some of those fills in the pie slices.



1st: Click in the little box for Math. The box will then have a little circle in it telling you you're going to alter the Math pie slice.

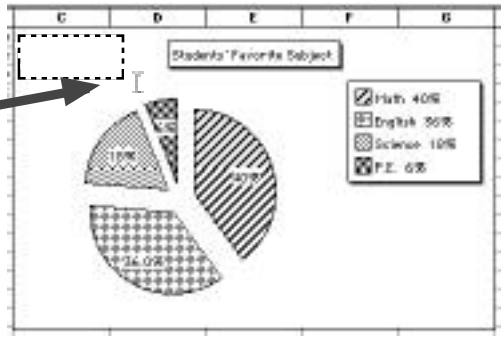
2nd: Click the **PATTERN BOX** near the paint can and select a new pattern for the math slice.

3rd: Try to change the fills in the other slices by repeating the 2 steps above.

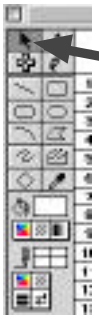
20. It would be nice if our chart displayed the original data instead of percents, wouldn't it? We can simply add text to take care of that!

Click the **TEXT TOOL**.

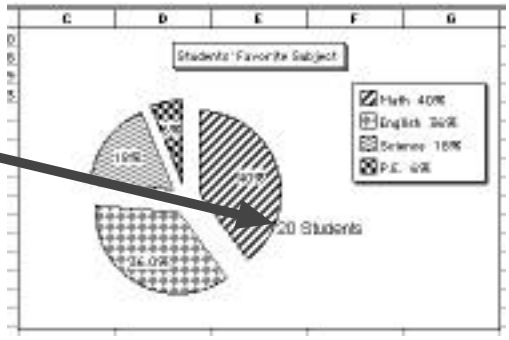
Drag your curser in the shape of a rectangle, then release the mouse button.



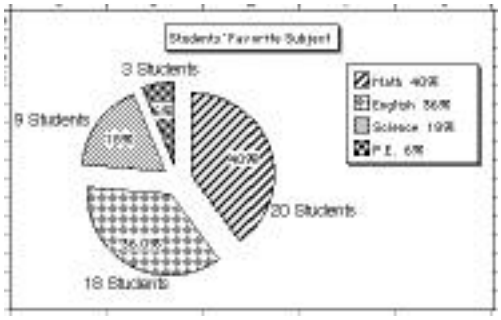
And type "20 Students" into the text box.



21. Now choose the **ARROW** tool, and drag your text next to the math slice.



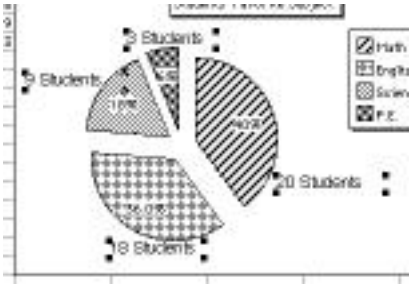
22. Repeat for the other 3 slices. Make sure you select the **TEXT TOOL** after each one. (Repeat steps 20 and 21.)



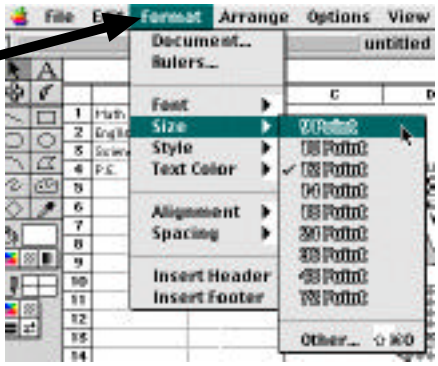
23. Not bad. Let's just make the text we added a bit smaller so it doesn't overpower the chart.

24.We'll change all 4 text blocks at the same time by "shift selecting". Click on the text "**20 Students**". You'll get those black grab boxes around the text.

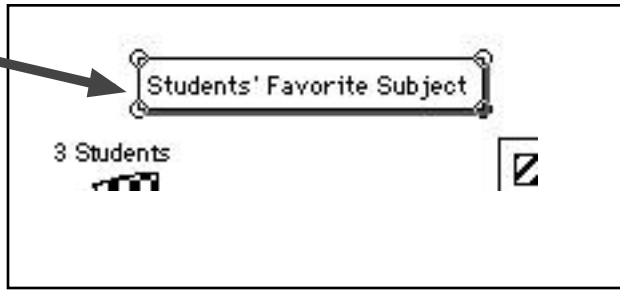
25. Hold down the **SHIFT** key on the keyboard and click the other 3 text blocks, one at a time, then release the shift key.

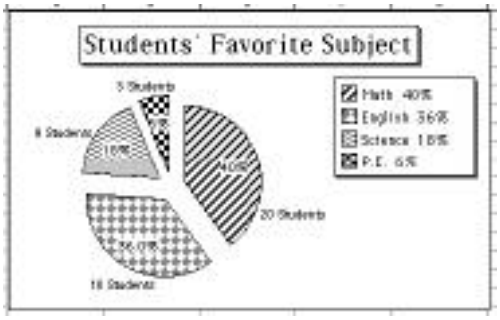


26. Now that all our text is selected, change the size to **SIZE 9** under the **FORMAT >> SIZE** menu.



27. Let's change the title font also. Click once on the title. You'll notice that instead of black grab boxes, it has 4 clear circles. This tells you that you have selected this text block, but it cannot be moved! Don't worry -- we can still change the font. Change it to **NEW YORK** in **SIZE 18** from the **FORMAT** menu. (First, change the font, then go back to the format menu to change the size.)





(You can change the font for the legend the same way.)

28. That's it! You can print the graph from the **FILE** menu, or copy it to another document by using the **EDIT >> COPY** menu, then **EDIT >> PASTE** it into the new document. You can also add color, but since our laser printers print only black and white, it's wise not to add color.