

ECTAC Evaluators Group

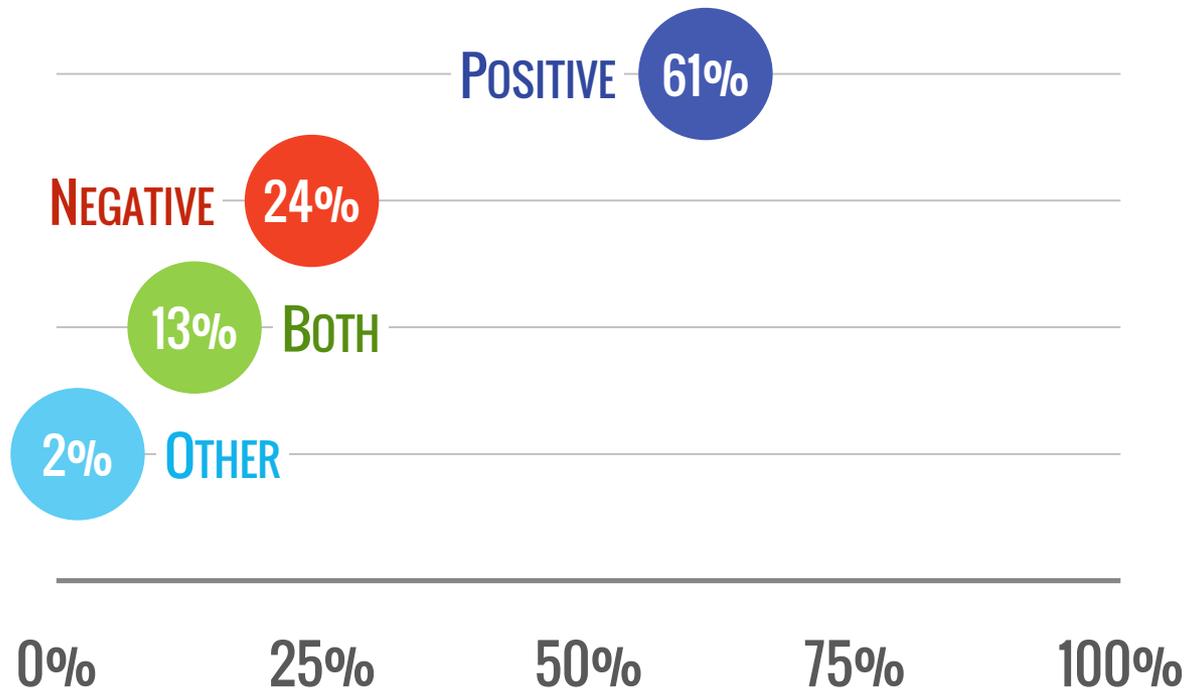
Excel Tips Part II

August 21, 2015

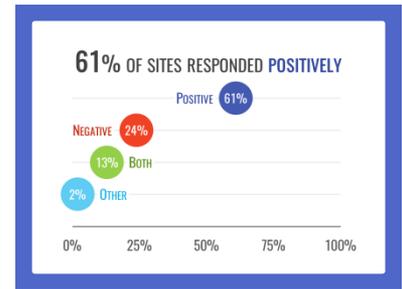
Emily Plasencia

Dot Plots

61% OF SITES RESPONDED **POSITIVELY**



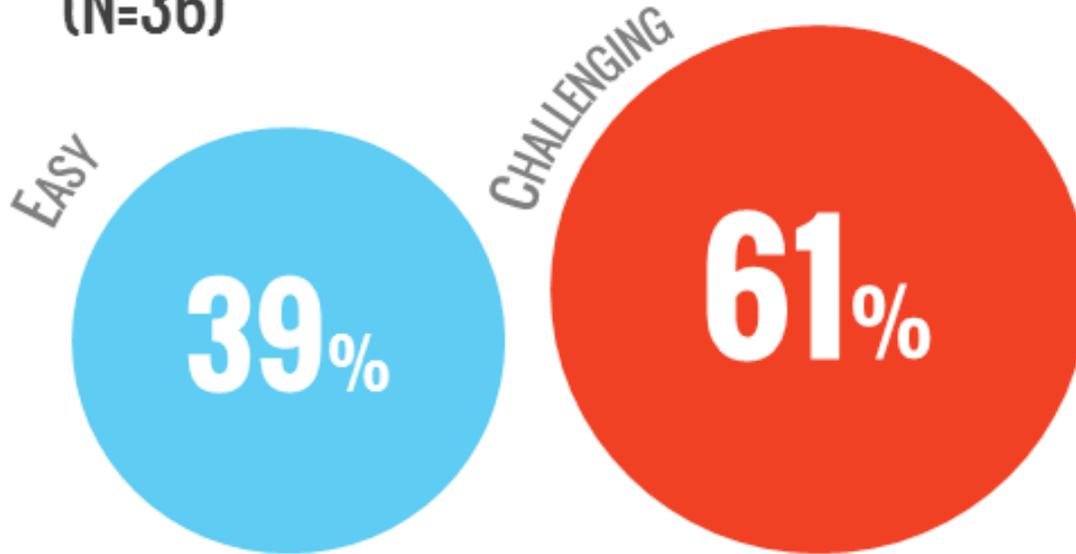
Dot Plots - *Directions*



1. Go to the “Dot Plots” tab in the Graph Templates Excel file
2. Insert a scatter plot graph (Scatter Plot with only Markers)
3. Add Data:
 1. Click on the graph to select it and go to the “Design” tab under “Chart Tools”; Choose “Select Data”
 2. Click “Add” under the legend entries section
 1. For “Series Name” choose “Positive” in the Response column
 2. Series X values: choose the value in the “Percent” column (this value represents the horizontal position of the data point on graph)
 3. Series Y values: choose the value in the “Dot Spacing” column (this value represents the vertical position of the data point on the graph)
 3. Repeat this step for each row in the “Response” column
4. Format the data point markers
 1. Double-click on the first data marker on the chart (this opens the “Format Data Series” window)
 2. When the window opens, click “Marker Options” and choose the shape and size for the marker
 3. Repeat this for each of the data point markers
5. Add data labels:
 1. Click on the first data marker on the chart, then right click and choose “Add Data Labels”; repeat for each marker
6. Format data labels:
 1. Double-click on a data label to open the “Format Data Label” window
 2. Label Contains: choose only the X value; Label Position: choose “Center”
7. Format the plot area:
 1. Format Left vertical axis so major units span from 1 to 4, then delete the vertical axis
 2. Delete the chart legend
8. Add marker name labels or add another series to represent post-values

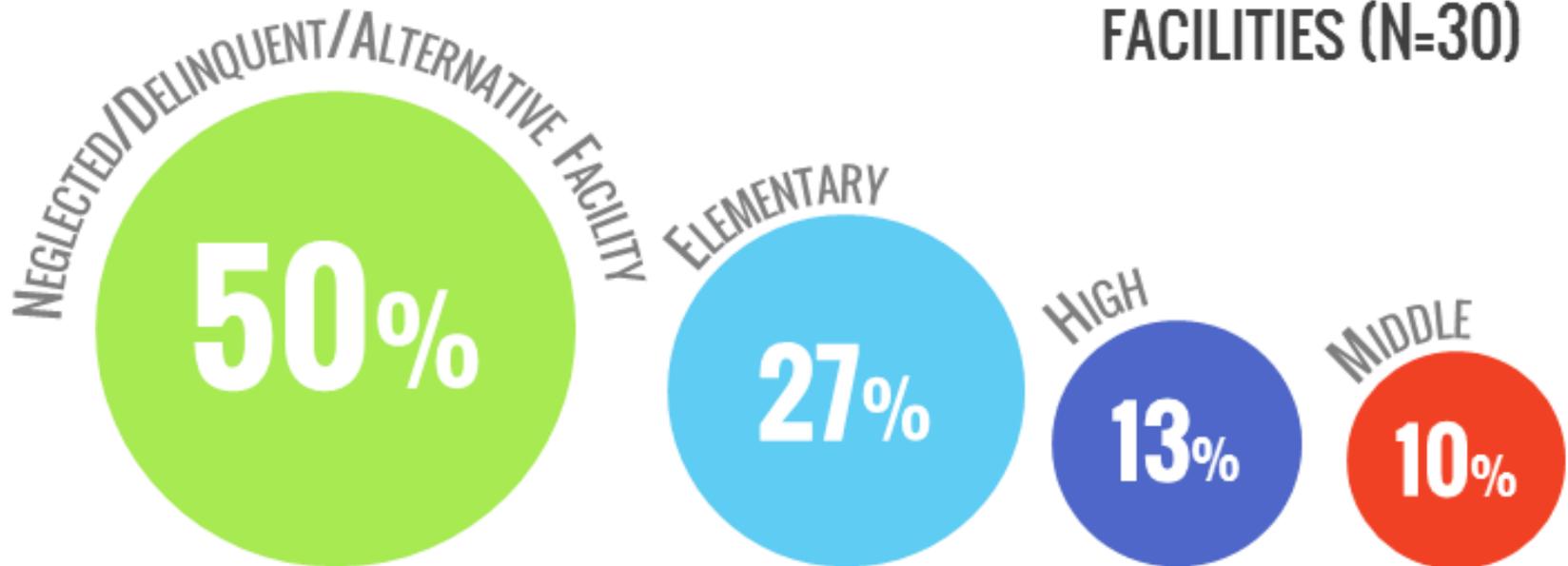
Bubble Charts

61% SAY IT WAS **CHALLENGING** TO
SCHEDULE SERVICES AT EACH SITE
(N=36)

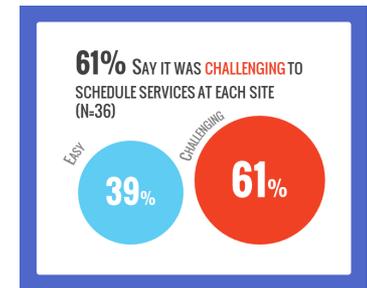


Bubble Charts

50% SAY IT WAS *EASIE*STO SCHEDULE SERVICES AT
NEGLECTED/DELINQUENT/ALTERNATIVE
FACILITIES (N=30)

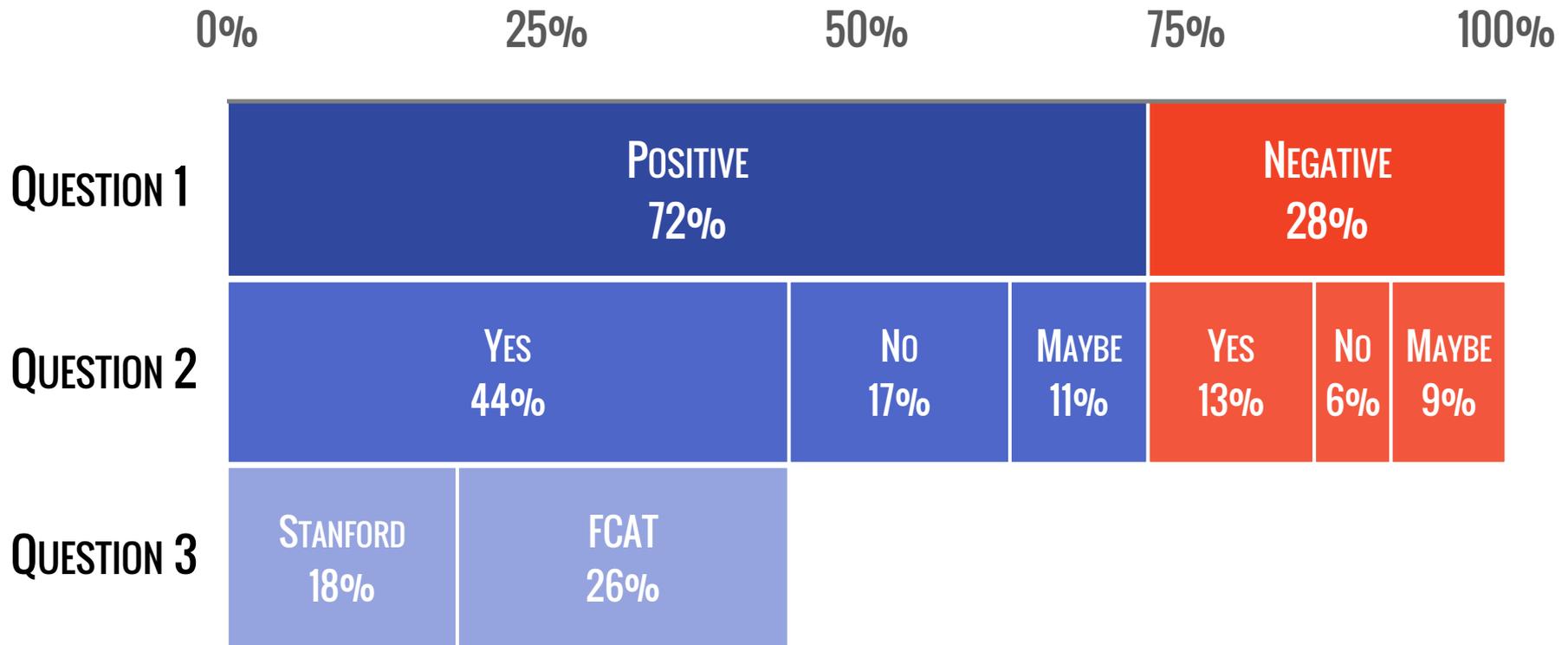


Bubble Charts - *Directions*

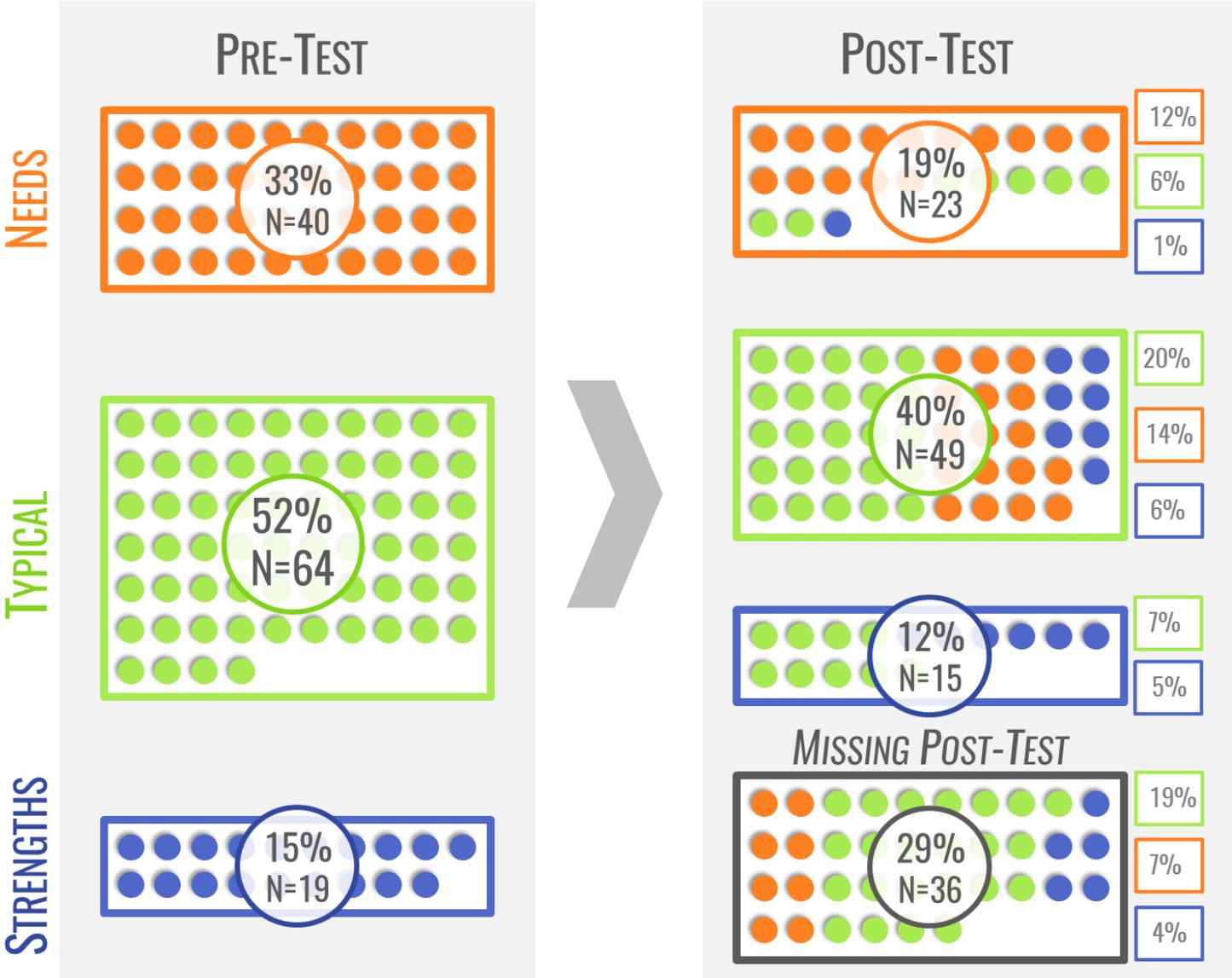


1. **Go to the “Bubble Charts” tab in the Excel File**
2. **You will find a template for calculating the diameter of a circle for different percentage values**
 1. **Cell F5:** Enter the total diameter of a circle that represents 100%
 2. **Column C:** enter the percent outcomes for each data point
 3. **Column G:** enter the category name in each row
3. **Once diameters are calculated for each value, insert circles with the appropriate width and height**
 1. Unlock the sheet (no password needed)
 2. Go to the “Insert” tab and choose “Shapes” in the “Illustrations” section; format the width and height of the circle
 3. Lock the aspect ratio of each circle (Right click on the shape, choose “Format Shape”, go to “Size” in the formatting window and select “Lock aspect ratio”)
4. **Add data labels:**
 1. **Option 1:** type directly in the shape and format text
 2. **Option 2:** insert a text box and align center and middle with each circle
5. **Add series names:**
 1. Insert a text box and type a category name
 2. If you would like the name to loop around the bubble: Go to the “Drawing Tools” menu, “Format”, “WordArt Styles”, “Text Effects”, “Transform”, and choose the half circle option
 3. Format the height and width of the text box so it is approximately 3/10 of an inch larger than the bubble’s diameter
 4. Select the bubble and the text box and align the them middle and center

Branching Bar Charts



Dot Grids



DOT GRID DIRECTIONS

1. Insert Shape (circle)

1. Go to the “Insert” tab and choose “Shapes” under the “Illustrations” section
2. After drawing a circle, go to the “Format” menu and under “Size” choose the same height and width
3. Choose fill color and/or outline color in the “Shape Styles” section
4. Choose shape effects: shadow? 3D? Flat?

2. Duplicate the shape 9 times using ctrl + c to copy and ctrl + v to paste

3. Align Shapes:

1. Click and drag your mouse around all circles to select
2. Go to the “Align” dropdown in the “Format” menu and choose “Align Middle”

4. Distribute Shapes:

1. Click on the outermost circle on either end and use arrow key to move away from other circles
2. Drag mouse to select all shapes and go to the “Align” dropdown in the “Format” menu. Choose to “Distribute Horizontally”

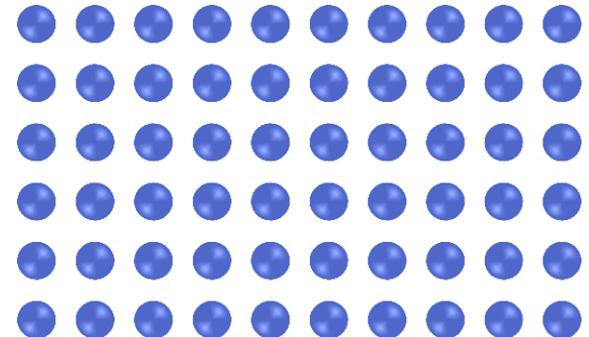
5. Group Shapes:

1. While shapes are still selected, use the “Group” option in the “Format” menu (this locks the shapes together in a set of 10)

6. Copy and paste (ctrl + c and ctrl + v) your shape group as many times as necessary

7. Align Groups:

1. Click and drag the mouse to select all groups
2. Go to the “Align” dropdown in the “Format” menu and choose “Align Center”
3. If your dots overlap, click on the top or bottom group and use the arrow keys to move it up or down
 1. Select all groups, then go to the “Align” dropdown in the “Format” menu and choose “Distribute Vertically”



8. Group the Groups:

1. Drag the mouse to select all groups and choose to “Group” the items in the “Arrange” section of the “Format” menu

