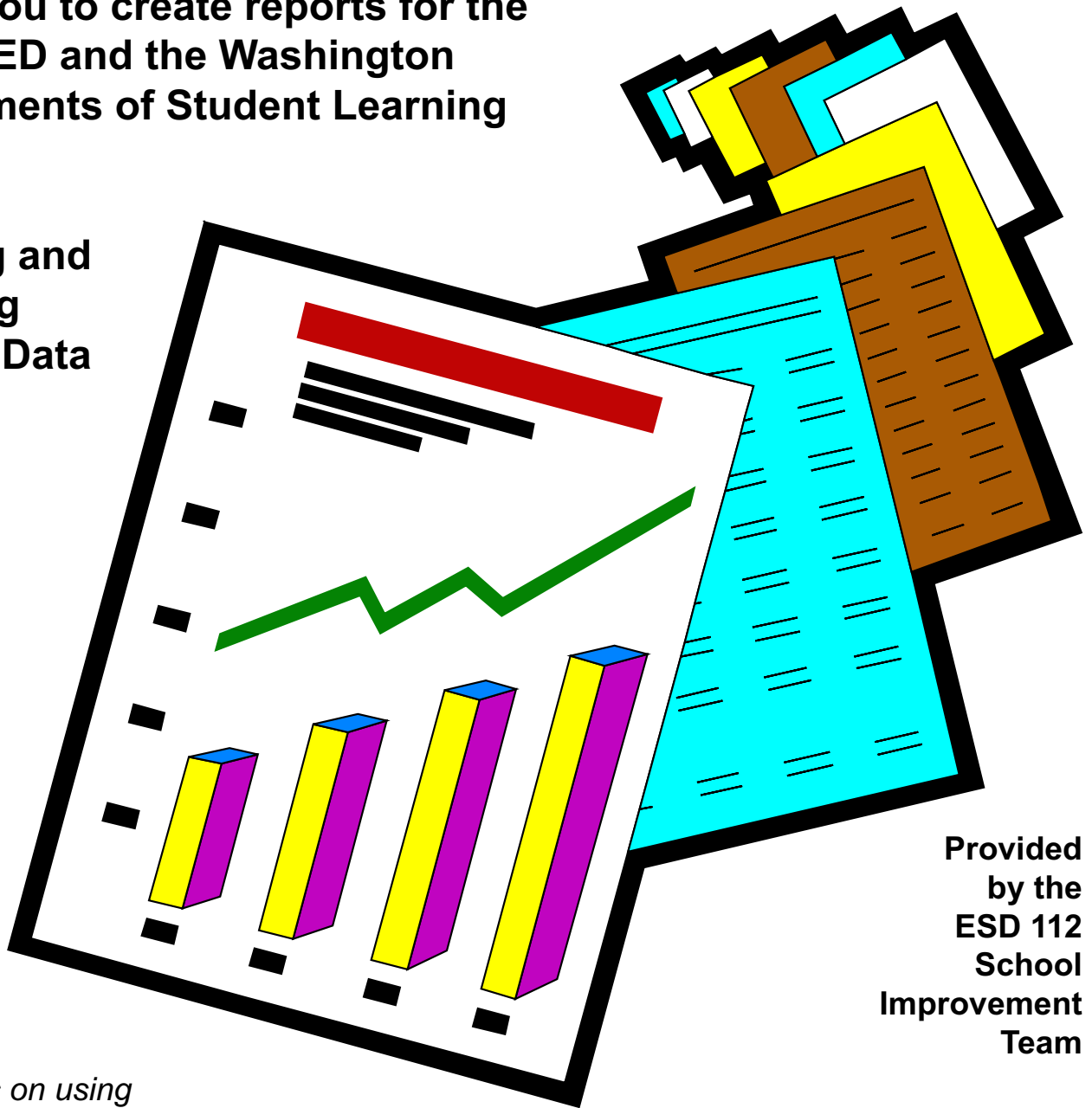

Learning to use the

WASHINGTON QUERY SYSTEM

**a computer-based reporting system that
allows you to create reports for the
ITBS, ITED and the Washington
Assessments of Student Learning**

Mac and PC

**Part 3:
Charting and
Graphing
Student Data**



*Includes
instructions on using
Microsoft Excel
for this purpose*

**Provided
by the
ESD 112
School
Improvement
Team**

ESD 112

Table of Contents

Copying and Pasting Data into Microsoft Excel 3-7

Copying the Query Data 3

Pasting the Data into Microsoft Excel 4

Customizing the Headings (Wrapping Text) 5

Customizing the Headings (Changing the Style) 6

Deleting Columns or Rows 6

Illustrating the Data with a Chart or Graph 7-11

Setting up the Chart 7-8

A Sample Chart 9

Customizing the Titles for the Chart, X Axis and Y Axis 10

Adding Narrative 11

Copying and Pasting Data into MS Excel

Step #1:

Click in the (empty) cell in the upper left corner, and drag the mouse to the cell in the lower right corner. All cells should be highlighted in black.

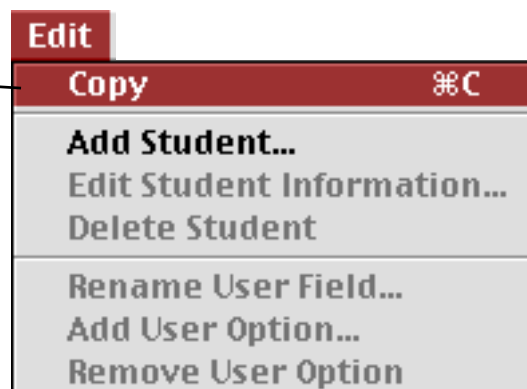
Or...

If you only wish to copy the data for some, but not all, records, simply click and highlight the cells you need.

Strand	Ethnic Group	Gender	First Enrolled / Building		First Enrolled / District		List	
	# Count	% Not Tested / Comp.	% Level 1	% Level 2	% Does Not Meet Std.	% Does Meet Std.	% Level 3	% Level 4
Listening	307	1.3			28.0	72.0		
Female	162	1.9			28.4	71.6		
Male	143	0.7			27.3	72.7		
Unknown	2	0.0			50.0	50.0		
Reading	302	2.3	6.0	33.8	42.1	57.9	46.7	11.3
Female	161	3.1	6.2	32.9	42.2	57.8	43.5	14.3
Male	139	0.7	5.8	35.3	41.7	58.3	50.4	7.9
Unknown	2	50.0	0.0	0.0	50.0	50.0	50.0	0.0
Writing	310	100.0			100.0	0.0		
Female	162	100.0			100.0	0.0		
Male	146	100.0			100.0	0.0		
Unknown	2	100.0			100.0	0.0		
Mathematics	307	1.6	44.0	30.9	76.5	23.5	15.3	8.1
Female	162	2.5	44.4	29.0	75.9	24.1	13.6	10.5
Male	143	0.7	42.7	33.6	76.9	23.1	17.5	5.6
Unknown	2	0.0	100.0	0.0	100.0	0.0	0.0	0.0

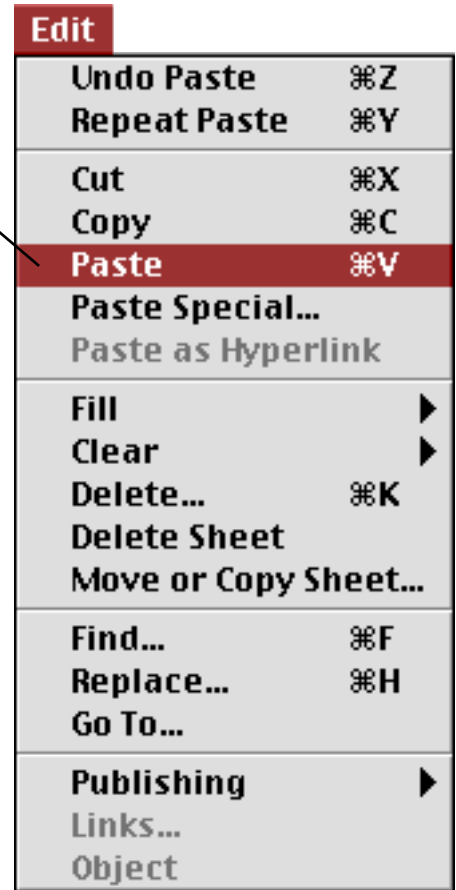
Step #2:

Pull down the **Edit** menu and choose **Copy**.



Step #3:

Open a new spreadsheet in *Microsoft Excel*. Click in cell 3A.. Pull down the **Edit** menu and choose **Paste**.



The data will be pasted in rows and columns, similar to its arrangement in the *Query* software.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		# Count	% Not Tested	% Level 1	% Level 2	% Does Not M	% Does Meet :	% Level 3	% Level 4	
4	Listening	307	1.3			28	72			
5	Female	162	1.9			28.4	71.6			
6	Male	143	0.7			27.3	72.7			
7	Unknown	2	0			50	50			
8										
9	Reading	302	2.3	6	33.8	42.1	57.9	46.7	11.3	
10	Female	161	3.1	6.2	32.9	42.2	57.8	43.5	14.3	
11	Male	139	0.7	5.8	35.3	41.7	58.3	50.4	7.9	
12	Unknown	2	50	0	0	50	50	50	0	
13										
14	Writing	310	100			100	0			
15	Female	162	100			100	0			
16	Male	146	100			100	0			
17	Unknown	2	100			100	0			
18										
19	Mathematics	307	1.6	44	30.9	76.5	23.5	15.3	8.1	
20	Female	162	2.5	44.4	29	75.9	24.1	13.6	10.5	
21	Male	143	0.7	42.7	33.6	76.9	23.1	17.5	5.6	
22	Unknown	2	0	100	0	100	0	0	0	
23										
24										
25										

Step #4:

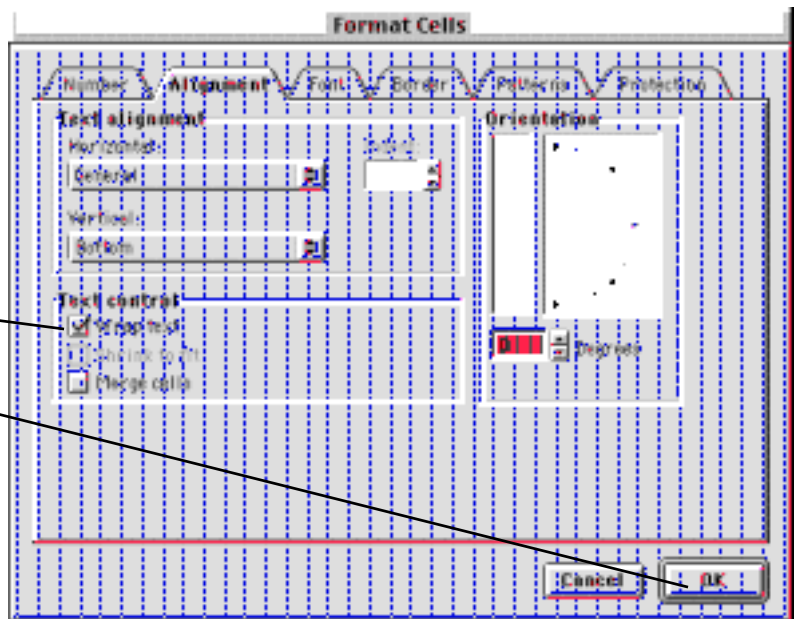
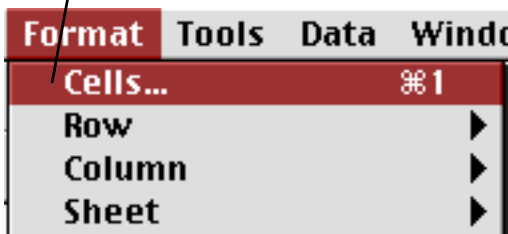
To customize the row or column headings, select that row or column by clicking on its name. (The names of rows can be found at the left edge; they are numerals. The names of columns can be found along the top; they are letter names.)

	A	B	C	D	E	F	G	H	I
1									
2									
3		# Count	% Not Tested	% Level 1	% Level 2	% Does Not M	% Does Meet	% Level 3	% Level 4
4	Listening	307	1.3			28	72		
5	Female	162	1.9			28.4	71.6		
6	Male	143	0.7			27.3	72.7		
7	Unknown	2	0			50	50		
8									
9	Reading	302	2.3	6	33.8	42.1	57.9	46.7	11.3
10	Female	161	3.1	6.2	32.9	42.2	57.8	43.5	14.3
11	Male	139	0.7	5.8	35.3	41.7	58.3	50.4	7.9
12	Unknown	2	50	0	0	50	50	50	0
13									
14	Writing	310	100			100	0		
15	Female	162	100			100	0		
16	Male	146	100			100	0		
17	Unknown	2	100			100	0		
18									
19	Mathematics	307	1.6	44	30.9	76.5	23.5	15.3	8.1
20	Female	162	2.5	44.4	29	75.9	24.1	13.6	10.5
21	Male	143	0.7	42.7	33.6	76.9	23.1	17.5	5.6
22	Unknown	2	0	100	0	100	0	0	0
23									

Step #5 (Wrapping Text):

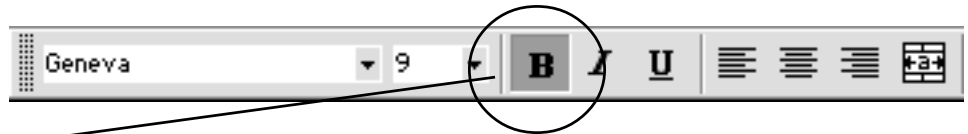
If you wish to wrap the text within a cell so that the entire piece of text appears, select the row or column. Then pull down the **Format** menu and choose **Cells...** A window like the one to the right will appear.

Place a check in the box by **Wrap Text**, and then click on the **OK** button.

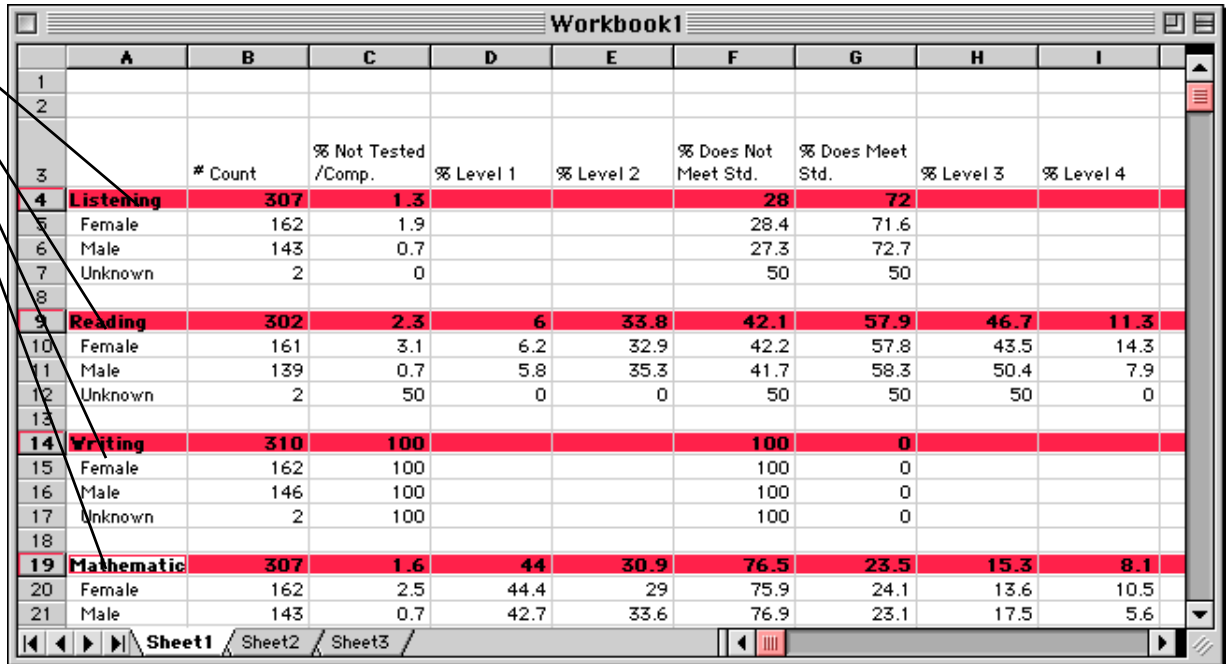


Step #6 (Formatting the Headings):

If you wish to customize the headings of your columns so that they are bold, select the row or column, and then click on the **Bold** button on the **Formatting** toolbar.



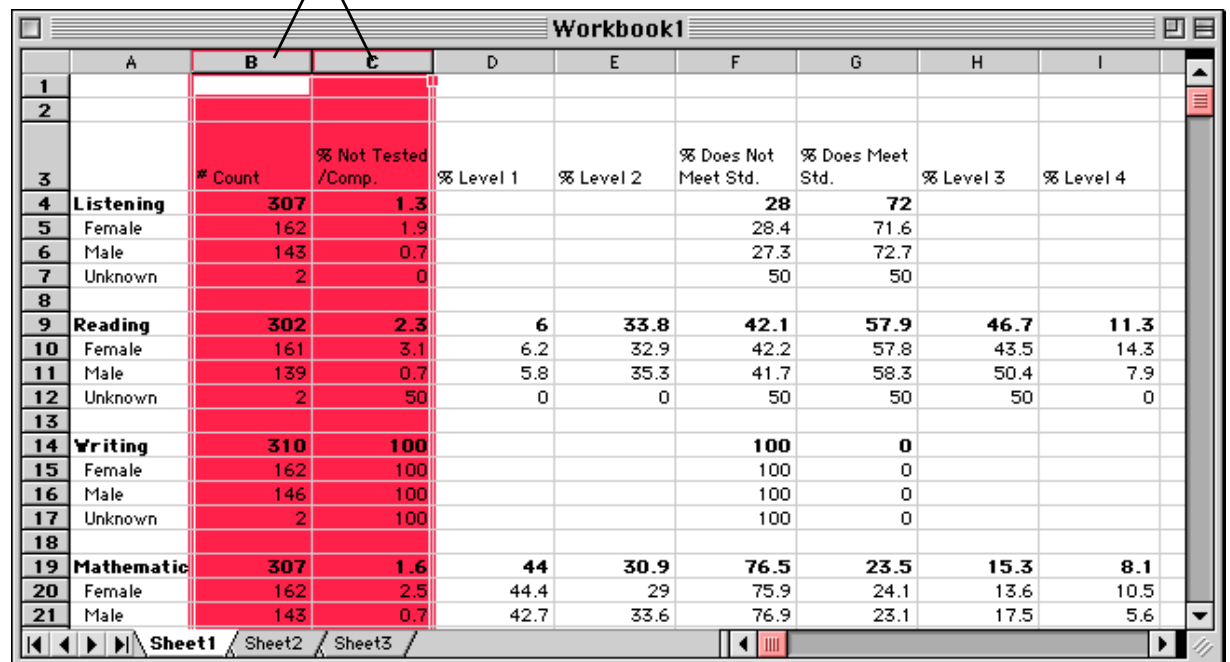
The text will now appear bold.



	A	B	C	D	E	F	G	H	I
1									
2									
3		# Count	% Not Tested /Comp.	% Level 1	% Level 2	% Does Not Meet Std.	% Does Meet Std.	% Level 3	% Level 4
4	Listening	307	1.3			28	72		
5	Female	162	1.9			28.4	71.6		
6	Male	143	0.7			27.3	72.7		
7	Unknown	2	0			50	50		
8									
9	Reading	302	2.3	6	33.8	42.1	57.9	46.7	11.3
10	Female	161	3.1	6.2	32.9	42.2	57.8	43.5	14.3
11	Male	139	0.7	5.8	35.3	41.7	58.3	50.4	7.9
12	Unknown	2	50	0	0	50	50	50	0
13									
14	Writing	310	100			100	0		
15	Female	162	100			100	0		
16	Male	146	100			100	0		
17	Unknown	2	100			100	0		
18									
19	Mathematic	307	1.6	44	30.9	76.5	23.5	15.3	8.1
20	Female	162	2.5	44.4	29	75.9	24.1	13.6	10.5
21	Male	143	0.7	42.7	33.6	76.9	23.1	17.5	5.6

Step #7 (Deleting Columns or Rows):

If you wish to remove a column or row, click on the name of that column or row to highlight it. Pull down the **Edit** menu and choose **Delete**.

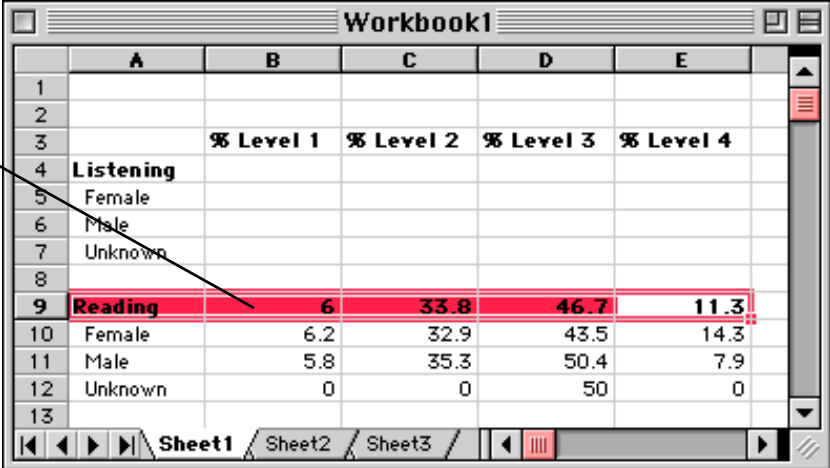


	A	B	C	D	E	F	G	H	I
1									
2									
3		# Count	% Not Tested /Comp.	% Level 1	% Level 2	% Does Not Meet Std.	% Does Meet Std.	% Level 3	% Level 4
4	Listening	307	1.3			28	72		
5	Female	162	1.9			28.4	71.6		
6	Male	143	0.7			27.3	72.7		
7	Unknown	2	0			50	50		
8									
9	Reading	302	2.3	6	33.8	42.1	57.9	46.7	11.3
10	Female	161	3.1	6.2	32.9	42.2	57.8	43.5	14.3
11	Male	139	0.7	5.8	35.3	41.7	58.3	50.4	7.9
12	Unknown	2	50	0	0	50	50	50	0
13									
14	Writing	310	100			100	0		
15	Female	162	100			100	0		
16	Male	146	100			100	0		
17	Unknown	2	100			100	0		
18									
19	Mathematic	307	1.6	44	30.9	76.5	23.5	15.3	8.1
20	Female	162	2.5	44.4	29	75.9	24.1	13.6	10.5
21	Male	143	0.7	42.7	33.6	76.9	23.1	17.5	5.6

Illustrating the Data with a Chart or Graph

Step #1:

On your spreadsheet, select the cells that contain the data you wish to display in a graph.



	A	B	C	D	E
1					
2					
3		% Level 1	% Level 2	% Level 3	% Level 4
4	Listening				
5	Female				
6	Male				
7	Unknown				
8					
9	Reading	6	33.8	46.7	11.3
10	Female	6.2	32.9	43.5	14.3
11	Male	5.8	35.3	50.4	7.9
12	Unknown	0	0	50	0
13					

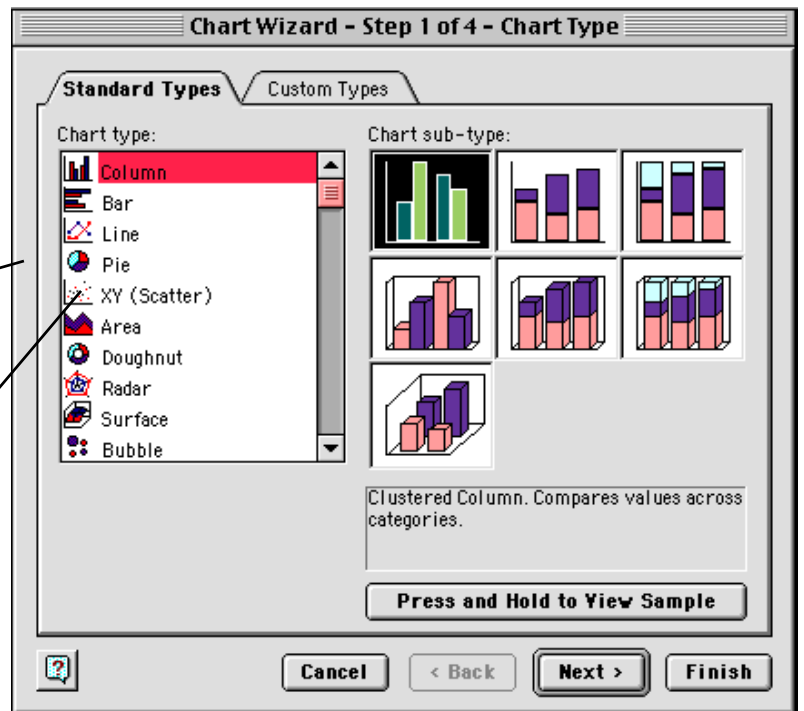
Step #2:

Now click one the **Chart Wizard** on the menu bar.



Microsoft Excel 97-98 Chart Wizard
Microsoft Excel 00-01 Chart Wizard

A window like the one to the right will appear.



Step #3:

Choose the type of chart you'd like to use.

Step #4:

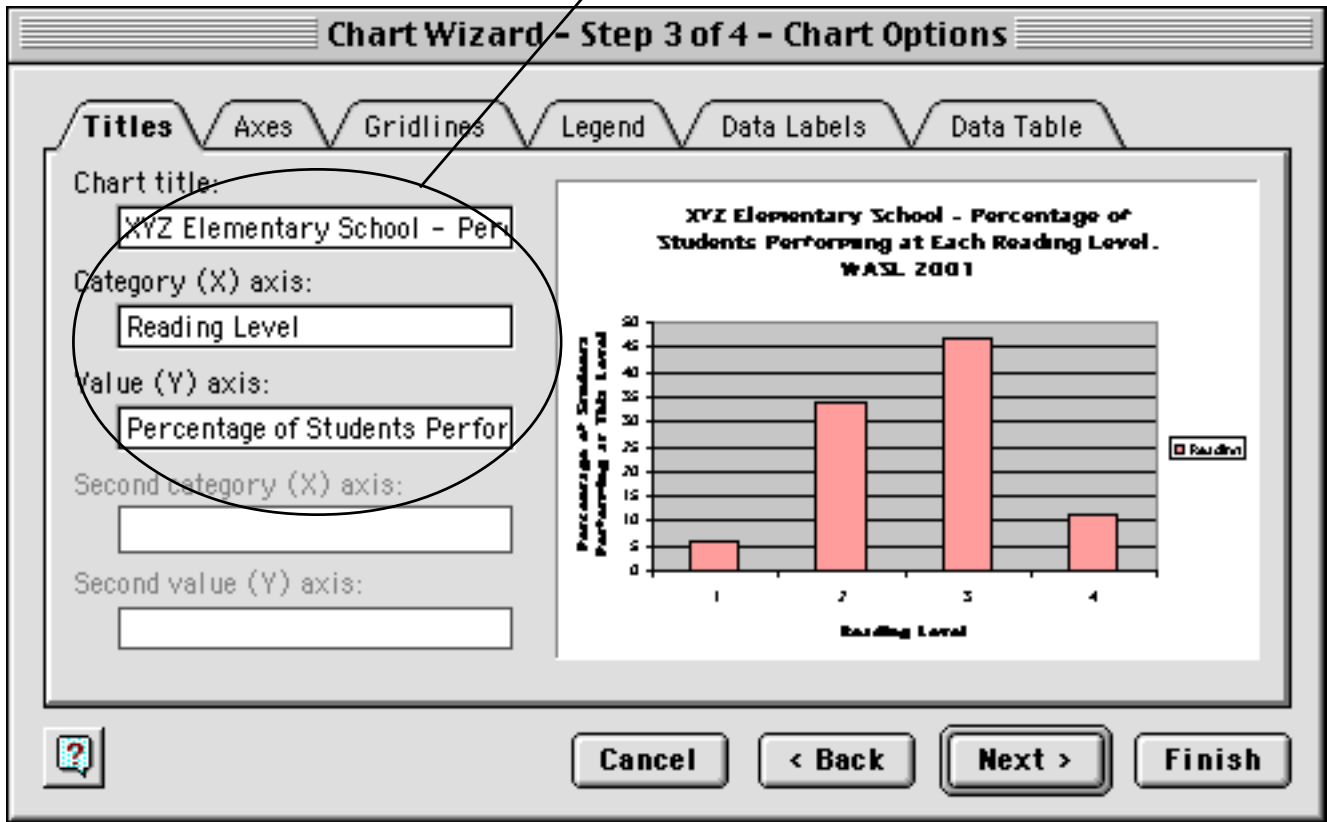
Choose how the current data is displayed in the spreadsheet. Is it in rows or columns?

Data range: =Sheet1!\$A\$9:\$E\$9

Series in: Rows Columns

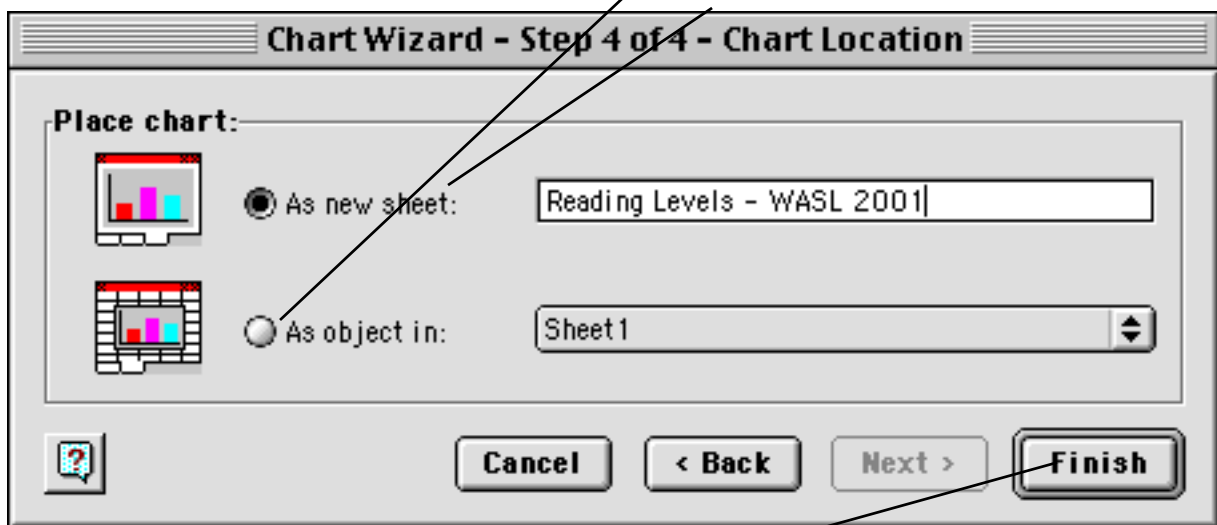
Step #5:

Type the *Who • What • When • Where • Why* text for the title. Type a title for the X axis. This title will appear underneath the graph. Then type a title for the Y axis. This title will appear at the left of the graph. Then click the **Next** button.



Step #6:

Decide if you want the chart to be placed on the worksheet or be created as a separate sheet.

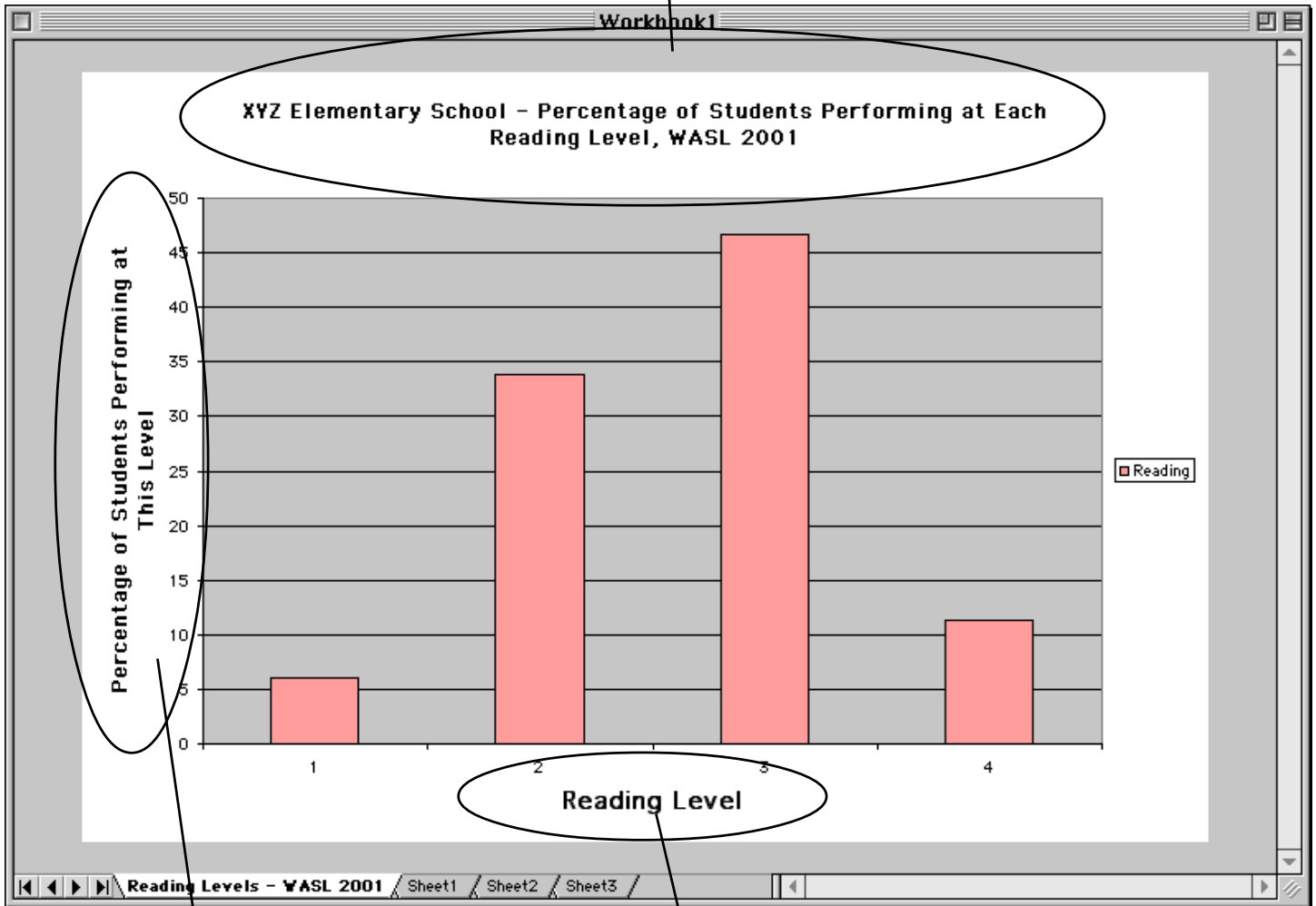


Step #7:

Click on the **Finish** button and you are done!

This is the chart you just created:

Chart Title



Title for Y axis

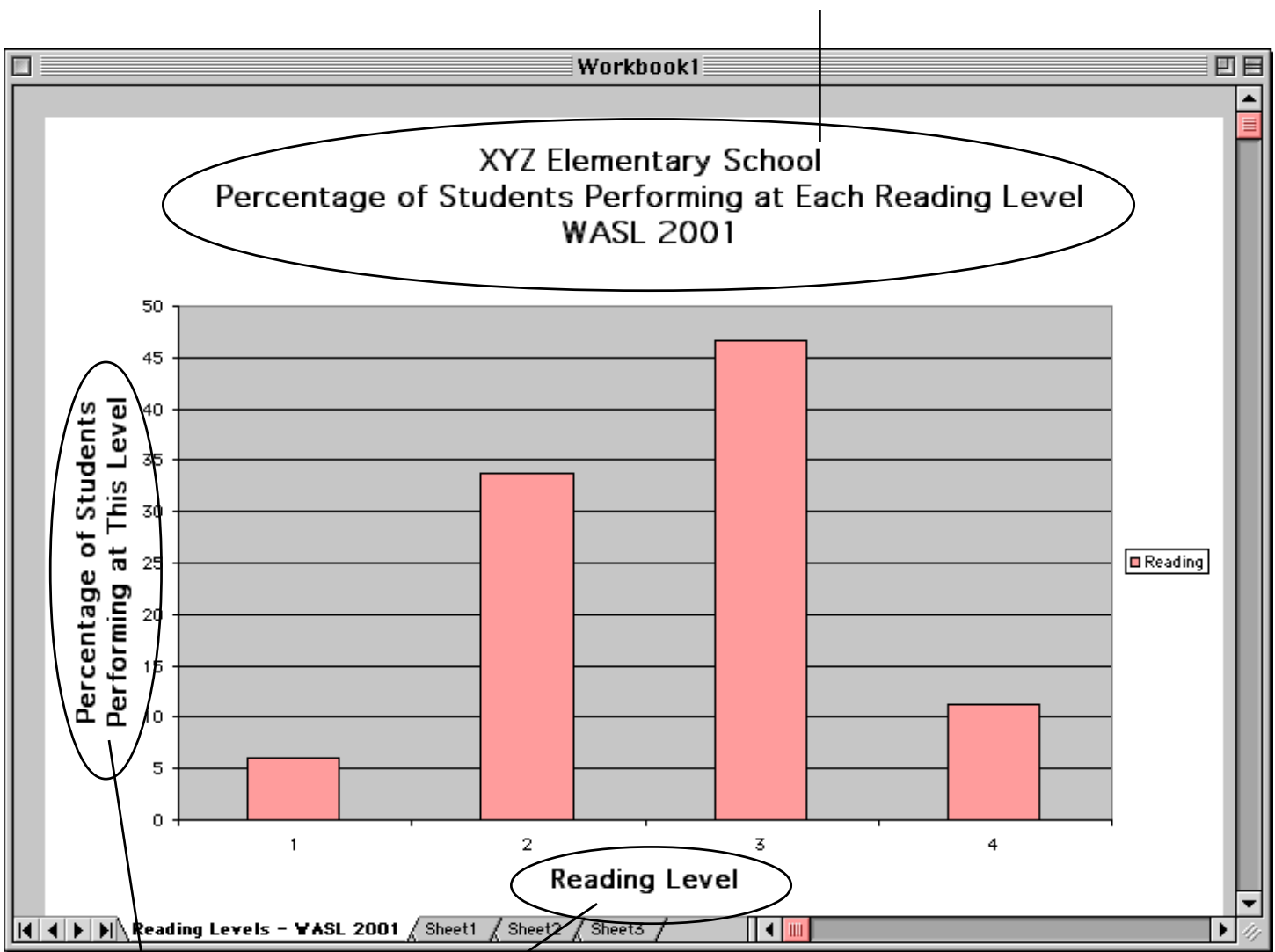
Title for X axis

Step #8:

It's easy to change the way your titles for the chart, X axis and/or Y axis appear. Just click on the title that you wish to change, and move your cursor inside the title area. Now treat the text like word processed text. Use your space bar and return key to move the text. You can also change the font and font size of the text. When you are done, click somewhere else on the spreadsheet to de-select the title you have been working on.



The chart title in the graph below originally looked like the above example. By using the **Return** key, the text was broken up into lines that made more sense. In addition, the title was enlarged.

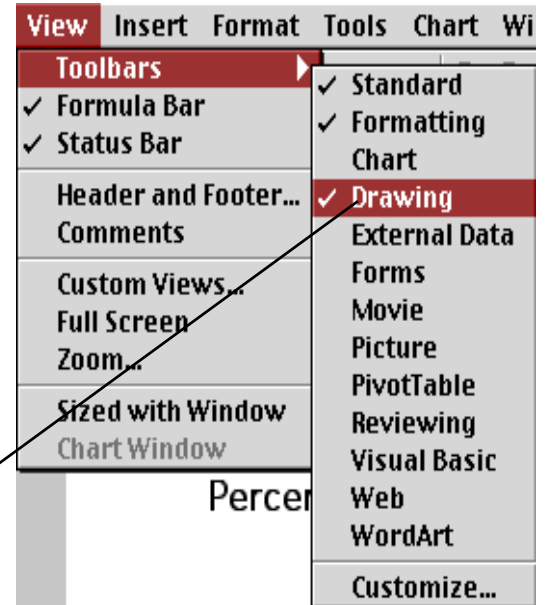


The titles for the X and Y axes were also changed a little.

Step #9:

A good graph includes some narrative text that describes the graph a little more in detail. To prepare to add narrative, you may need to create some room on the page. To do so, click once on the graph itself, and then grab the “handle” (dot) in the lower right corner. To decrease the size of the graph, simply move the dot upward and to the left while holding down the **Shift** key. (Holding down the **Shift** key keeps the graph in proportion.)

Another step that will need to be done to prepare the graph for some narrative is to make sure you have access to your **Drawing Toolbar**. (You’ll know if your drawing toolbar is showing if you see a toolbar on your screen that says **Draw** on it.) If your drawing toolbar is not displayed, pull down the **View** menu and choose **Toolbars**, go over to the drop-down menu, and choose **Drawing**. The drawing toolbar will now appear on your screen (most likely at the bottom of the screen).



To create a text box for a narrative, select the text tool on the drawing toolbar.



Use the text tool to draw out a place to type your narrative text. Then go ahead and type the text.

