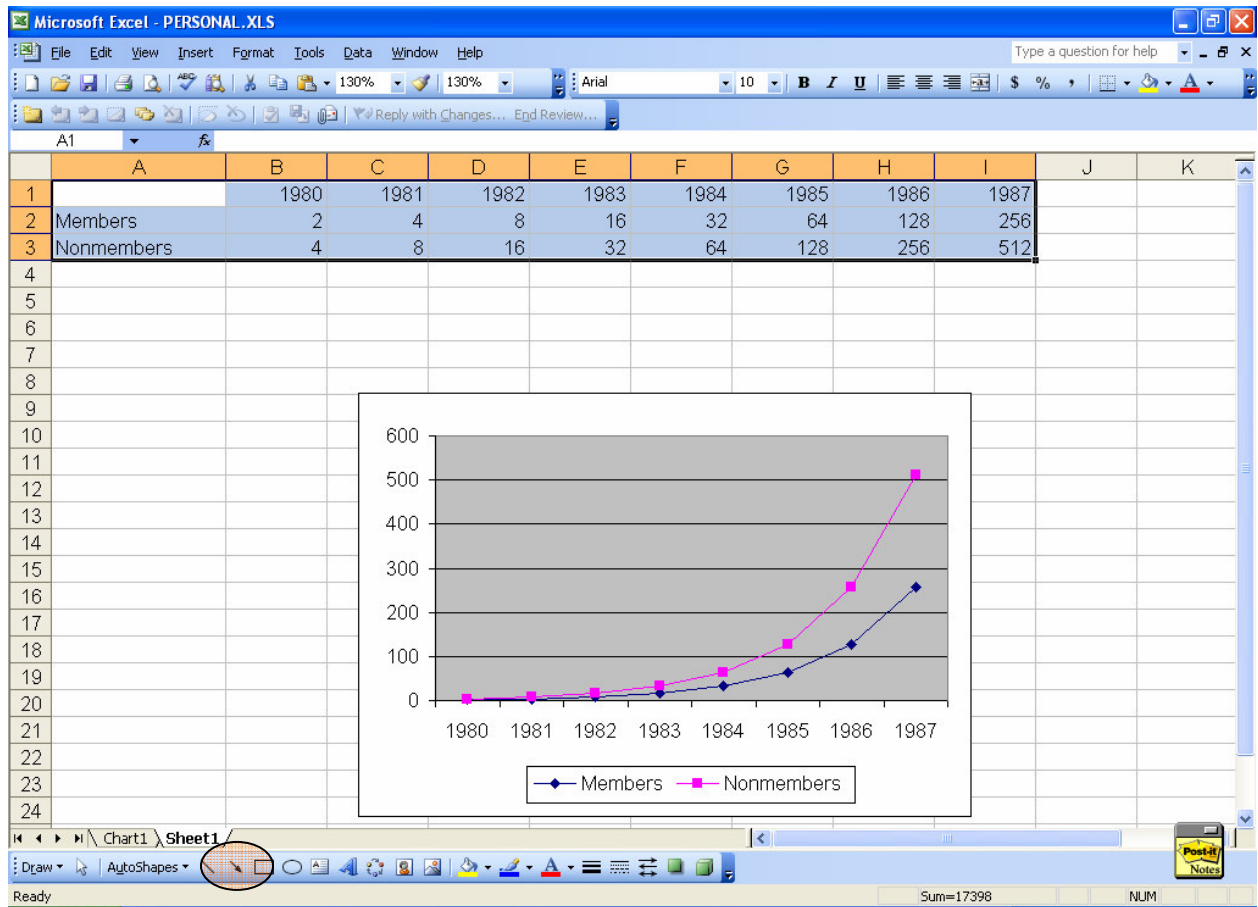


Some tips for Excel that may be helpful in your graphing.

Tip #1: Making your FIRST graph easily

- 1) Excel calls graphs "Charts" -- this is initially confusing but once you know that it helps
- 2) The easiest way to get a chart/graph that does more or less what you want is to do as follows:
 - a) Set up the data like in the following picture, that is, with column A having the names of your categories and then B through whatever column having years in row 1 and data in subsequent rows. Obviously, you might have specific countries rather than Members and Nonmembers in column A!
 - b) Highlight the data as I have in the picture below
 - c) With the data still highlighted, use the menu to select Insert - Chart and then use the dialog boxes to select the following
 - a. Dialog Box 1 (Step 1 of 4):
Chart Type == Line
Chart Subtype == Line with markers displayed at each data value
Then click the next button
 - b. Dialog Box 2 (Step 2 of 4):
Just click the next button here -- by having set up your data as below and highlighted this, usually Excel will get this right automatically.
 - c. Dialog Box 3 (Step 3 of 4):
Here you can mess around with putting in titles, etc. Do what makes it look best.
Then click the next button.
 - d. Dialog Box 4 (Step 4 of 4):
Either select to have it inserted as a New Sheet or inserted as an object.



Tip #2: Making your 2nd graph easily

After you have one graph exactly as you want it, it is often easiest to make another graph that looks similar by doing the following:

- 1) Get your first graph looking exactly the way you want it using the methods above
- 2) Save a copy of the file and then enter new data in place of the old data, even changing the names of countries or years -- the graph will change automatically.
- 3) This means you have one Excel file for each graph but its much easier, at least when you are getting started, then trying to get each graph to look the same.

Tip #3: Getting a vertical line on a graph -- this is really hard if you don't know the following!

The easiest way to get a vertical line on a chart in Excel is to create the graph and get it exactly how you want it. When you are done, do the following:

- a) Right-click to the right of the menu at the top of Excel (ie, in the space just to the right of the menu options for ... Chart Window Help) --- this allows you to select a bunch of additional toolbars to show up -- select the "Drawing" toolbar if its not already selected.
- b) The Drawing toolbar should be visible at the bottom of your screen.
- c) Left-click on the line icon in the Drawing Toolbar (the one to the left of the arrowed line facing down and to the right -- its circled at the bottom of the picture above). Now just put that on your chart wherever you want it as a vertical line.