

## Make a Pictograph using Word

- Open Microsoft Word
- Change your page layout to Landscape - click on FILE, select PAGE SETUP. Choose the PAPER SIZE tab, and click the button next to Landscape. Click OK.
- Type in a title and center it.
- Insert a table - click on TABLE, select INSERT, and select TABLE.
- Type in 2 columns and click OK.
- In the first row, type in your column headings (for example, if your graph is Favorite Pets, type PET in the first box, then type in NUMBER OF VOTES in the second box).
- To move from box to box, and to create new boxes, press the TAB key on your keyboard.
- In the left column, type in the categories that were voted on.
- Next to the first category, click in the column on the right.
- To insert clipart, click on INSERT, select PICTURE, and click CLIPART. Select the picture you would like.
- Copy and paste this picture to illustrate the number of votes.
- If you need  $\frac{1}{2}$  of a picture, use the cropping tool on the picture toolbar to "cut" a picture in half.
- Repeat the last three steps to put pictures in for each category.
- Click under your table to type in your KEY (for example, "1 picture = 10 votes,  $\frac{1}{2}$  picture = 5 votes).
- Be sure to put your name under your key, and save to your personal directory!

# Sample Pictograph

