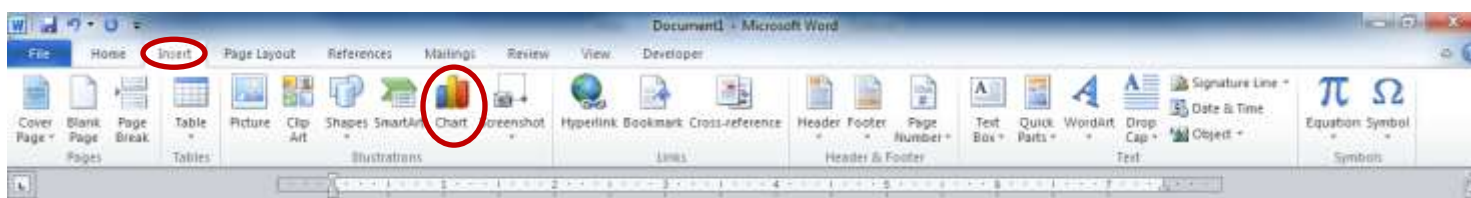


# Guide to Creating a Run Chart in Microsoft Word

The following guide provides step by step instructions for how to create a run chart in Microsoft Word.

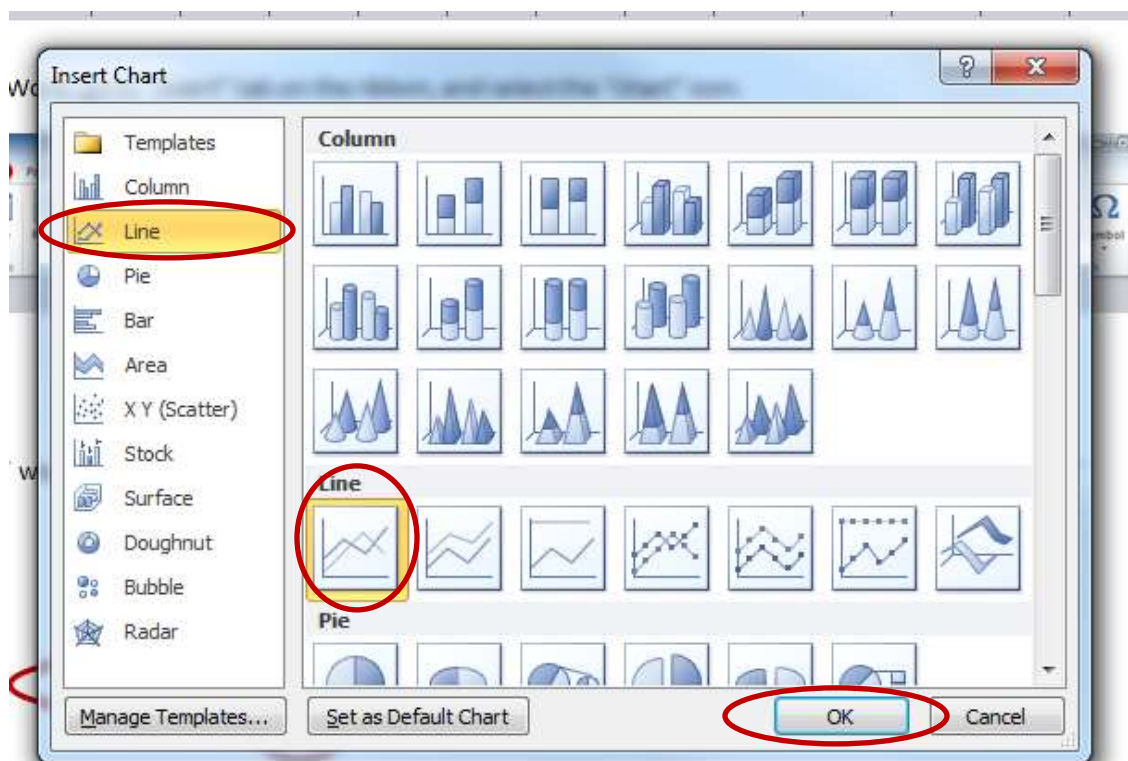
## Step 1

Open Microsoft Word, go to “insert” tab on the ribbon, and select the “chart” icon.



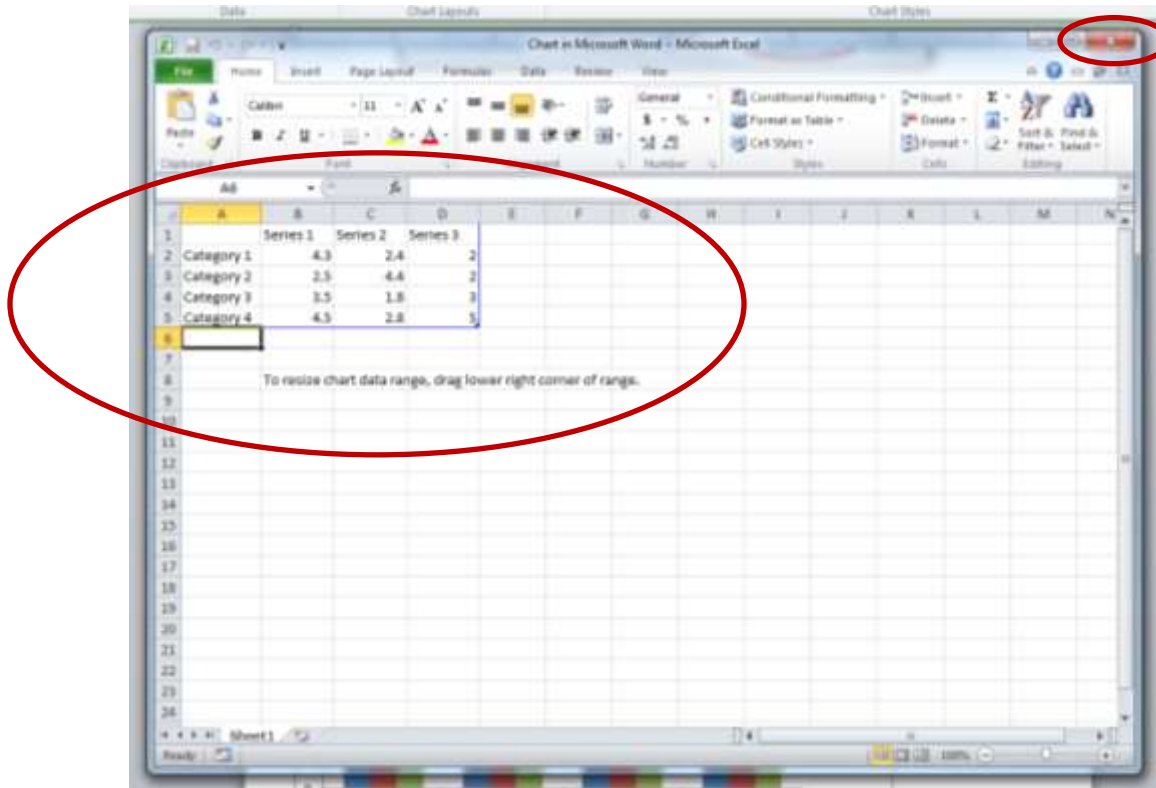
## Step 2

Once the “chart” wizard window has opened, select “line” and then select “OK.”



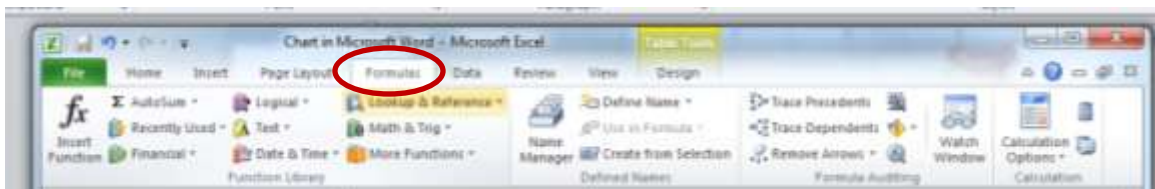
### Step 3

Enter your data (labels, numbers/percent's, mean) in the Excel window that opens.



Notes for data entry:

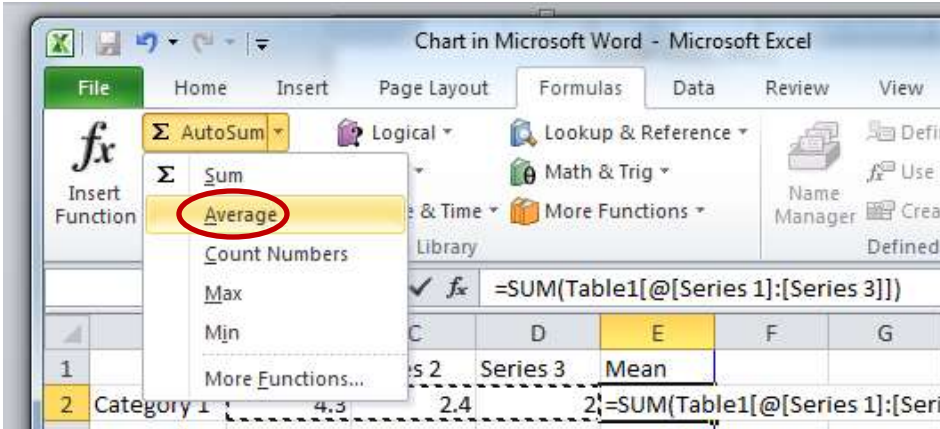
- Category = what you are examining/studying. It could be:
  - Time points (months, weeks, days, etc.)
  - Reasons why something occurred (reasons families use the ER, reasons families missed their scheduled home visits, etc.)
  - Etc.
- Series = what you are comparing. It could be:
  - Your program's data overtime (in this case you would only have one series)
  - Your program's data compared to the learning collaborative data
  - Your program's data by year (ex: 2013 compared to 2014)
  - Your program's data by cohort (ex: cohort 1 compared with cohort 2)
  - Etc.
- Mean = average of all data points entered. To add and calculate the mean line:
  - Label the next available series following the data you entered "Mean."
  - Put your cursor in the first cell where data will be entered.
  - Go to "Formulas" tab on ribbon.



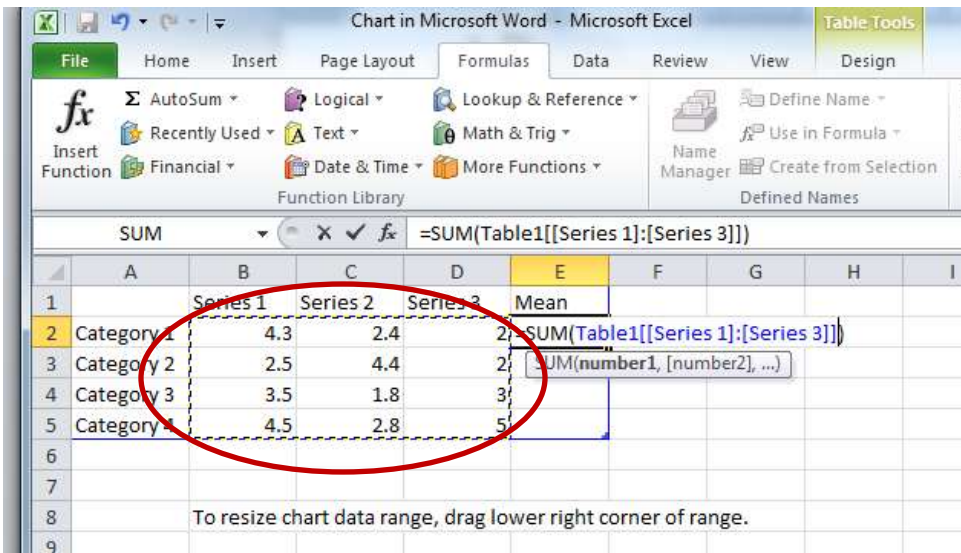
- Go to “AutoSum”



- Select “Average” from drop down menu



- Select all the data you would like to use to calculate the average by adjusting the dotted line that appears. Then push the “enter” key on your keyboard.



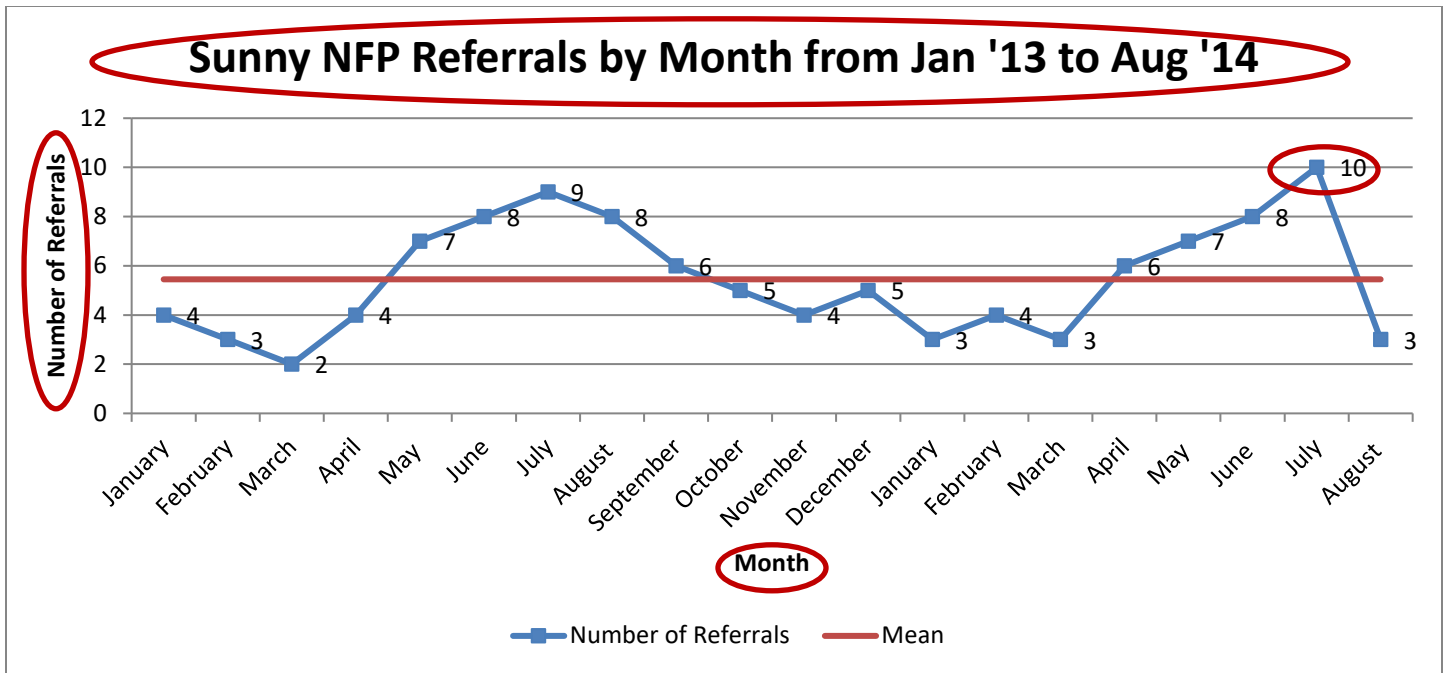
- The mean line calculations should now appear in your table. At this point you are done with data entry and can close out of the window by selecting the “red X” in the upper right corner of the window.

## Step 4

Edit your chart as needed. Here are some items you may want to consider:

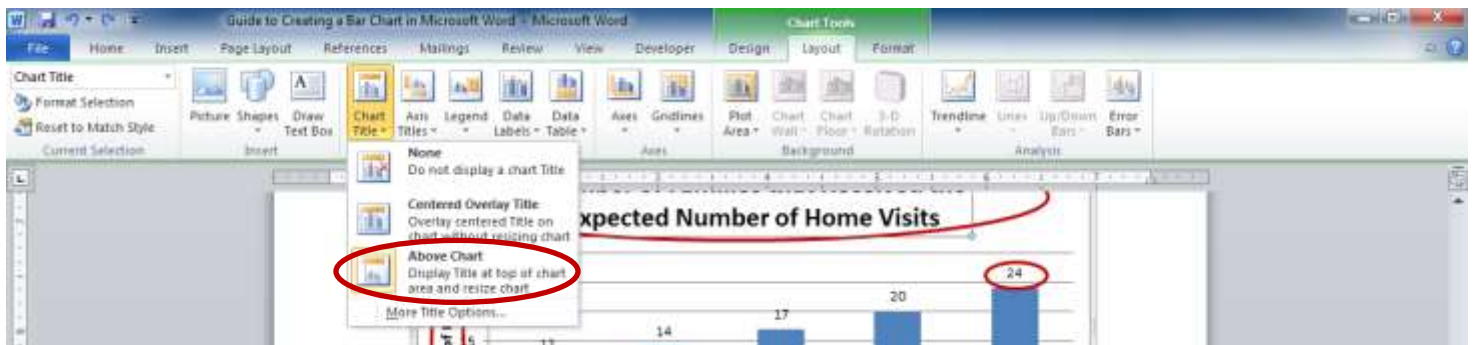
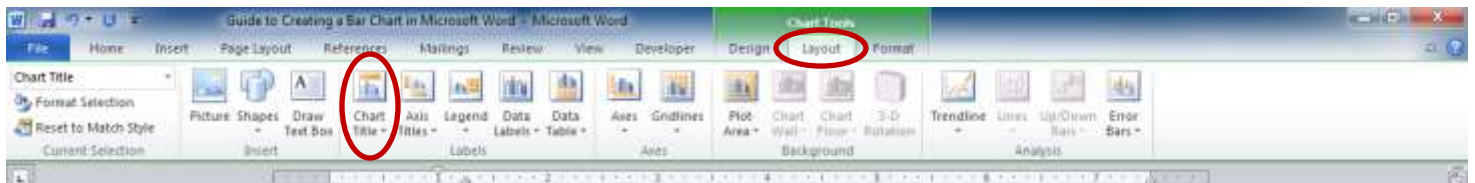
- Add a title
- Add data labels to your bars
- Add labels to your x and y axis'
- Move or remove the key, if needed

## Sunny NFP Referrals by Month from Jan '13 to Aug '14



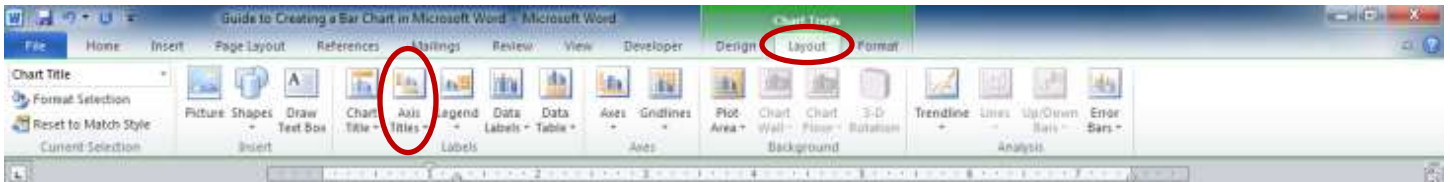
To add a title to your chart:

- Click on the title area and type the title you desire. OR
- Go to “Chart Tools” on the ribbon (this option will appear when you click on the chart).
  - Go to “Layout”
  - Select “Chart Title”
  - Select where you would like to place the title.



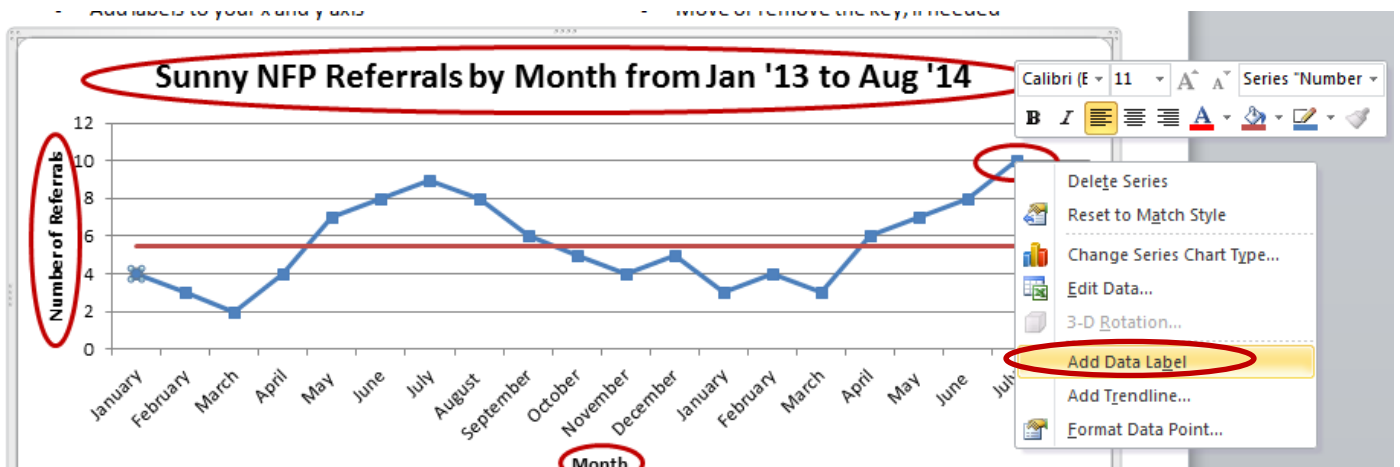
To add labels to your x and y axis:

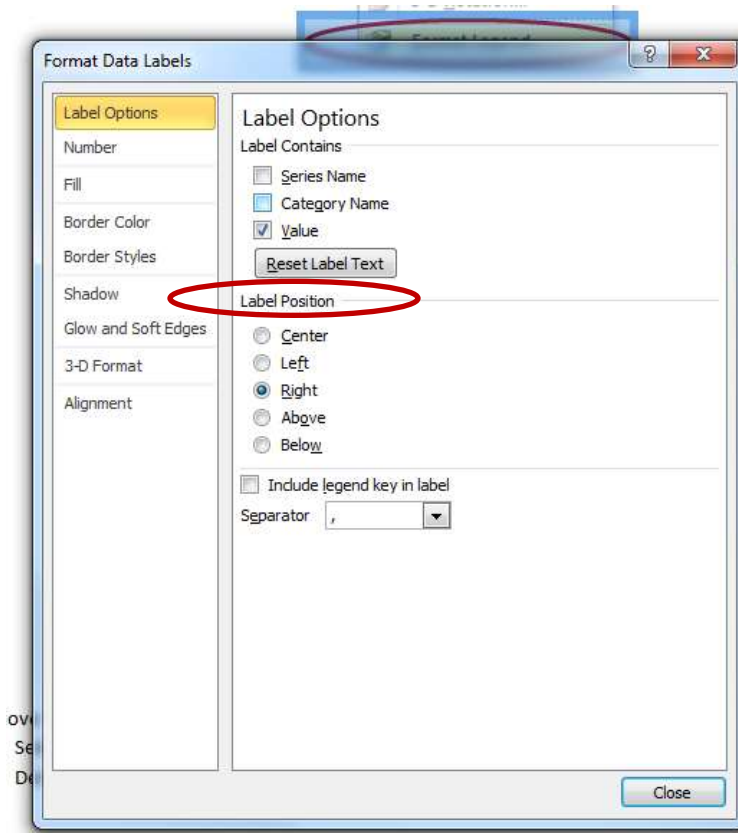
- Go to “Chart Tools” on the ribbon (this option will appear when you click on the chart).
  - Go to “Layout”
  - Select “Axis Titles”
  - Select “horizontal” or “vertical”
  - Select where you would like to place the title.



To add data labels to your line(s):

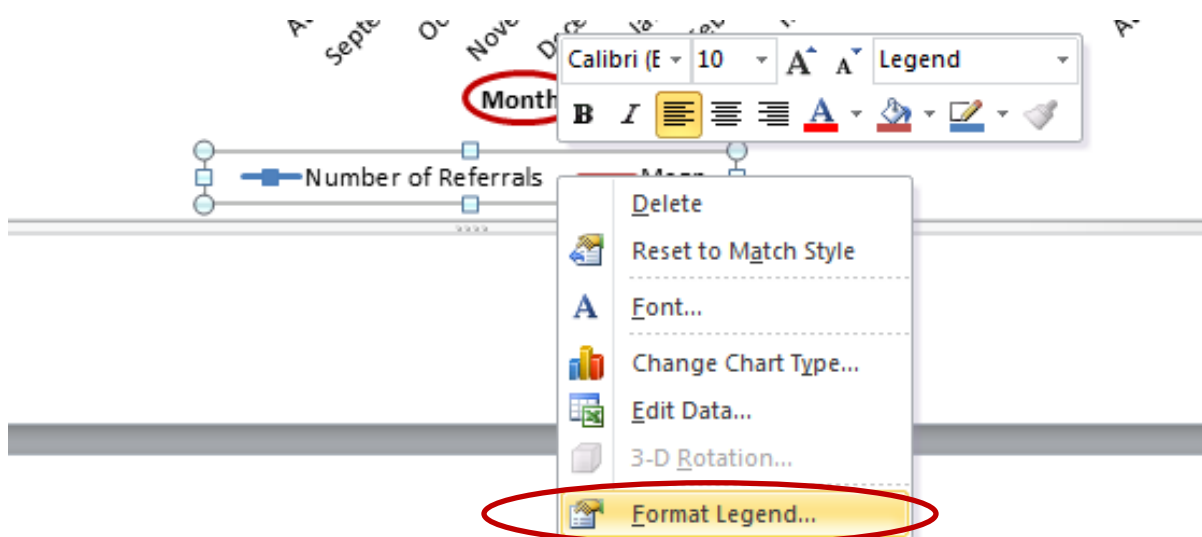
- Right click on one data point on the line you would like to add labels to on your chart
- Select "Add Data Labels"
- Select position of data labels on your chart by:
  - Right click on the bar on your chart again
  - Select "Format Data labels"
  - Select the "position" of your data labels

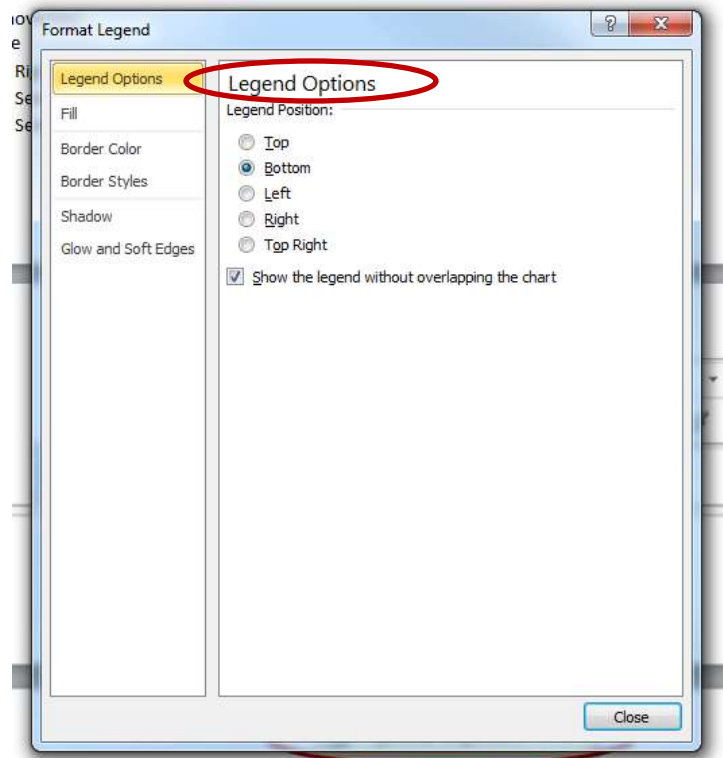




To move or remove key:

- To move (note: If you have a series (multiple lines), you will want to keep the key. You may want to move the key to a different location than where Microsoft Word automatically places it.)
  - Right click on key
  - Select “Format Legend”
  - Select where you would like the key to appear on your chart.





- To remove (*note: If you do not have a series, you will want to consider if the key adds more information. If you determine that it does not, you will want to remove the key.*)
  - Select key on chart
  - Delete key