
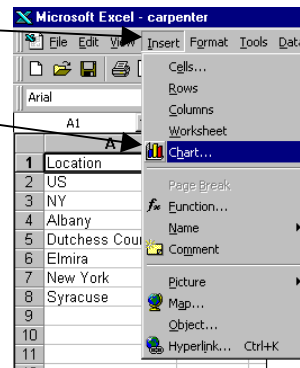


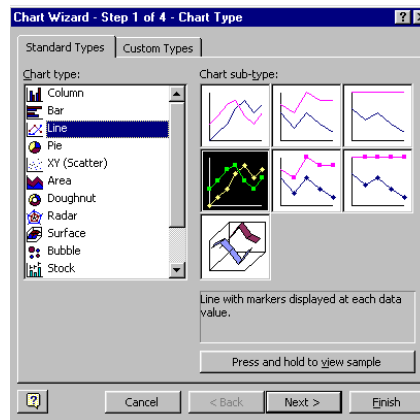
Using Microsoft Excel to Interpret Data from America's Job Bank

Wage comparison

1. Click on http://www.acinet.org/acinet/occ_rep.htm?oescode=87102&stfips=36 to get to the occupation report for carpenters.
2. Click on "Detailed Wages" and compare how New York pays its carpenters compared to the United States overall. Click on "How to interpret wage data" for explanations.
3. Select Job Family and five areas of New York State (Hold the CTRL key as you make your selections).
4. Click on "Compare".
5. Compare the hourly and annual wages in the various parts of New York State.
6. Print the page with the data and minimize Netscape by clicking on the minimize button  at the top right hand corner of the screen.
7. Open Microsoft Excel.
8. Enter the data from the printed Internet chart into the spreadsheet. Name column A "Location" (cell A1) and column B "Wage" (cell B1).
9. Create a graph using your data by following the next steps.
10. Select all your data by clicking on cell A1, holding the Shift key and then clicking on the last cell with data in your spreadsheet. (For example, if your data - including the field titles - starts at A1 and goes to B5, first click on A1, hold the shift key and click on B5. Your data should now be highlighted. It will appear as if the first field was not selected, but that is not the case. Don't worry about that.)
11. Click on Insert and Chart.



12. Look at the chart options and think what format would best represent the data. Select a chart type and click on “Next”. Follow all the steps and place the chart as an object in Sheet 1.



13. You can re-format your graph by selecting it, clicking on “Chart” and “Chart Options”. This way, you can change headings, the graph’s look and other details. Experiment with it until you are happy with the result.