

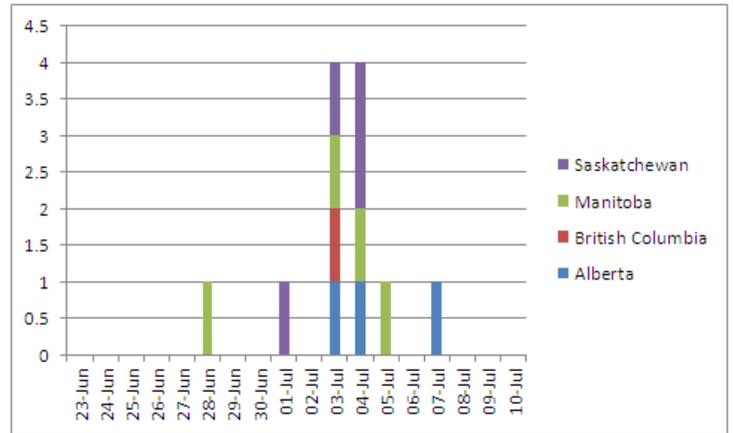
1. Download “Epi curve exercise.xls”.

- a. Save a copy of the spreadsheet to your computer.
- b. Begin in the “Step1” tab.

Step 1

	A	B	C	D	E
1		Alberta	British Columbia	Manitoba	Saskatchewan
2	23-Jun				
3	24-Jun				
4	25-Jun				
5	26-Jun				
6	27-Jun				
7	28-Jun			1	
8	29-Jun				
9	30-Jun				
10	01-Jul				1
11	02-Jul				
12	03-Jul	1	1	1	1
13	04-Jul	1		1	2
14	05-Jul			1	
15	06-Jul				
16	07-Jul	1			
17	08-Jul				
18	09-Jul				
19	10-Jul				

Step 2



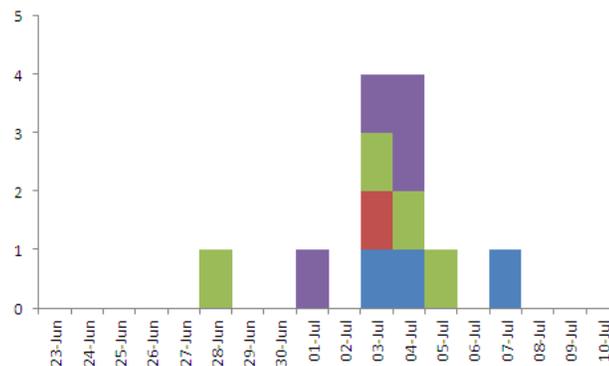
2. Make a column chart

- a. Select data, including column headings
- b. Click **Insert > Column > Stacked 2D column**

3. Format the chart

- a. Remove the gridlines: right click on one of the gridlines, select **Format Gridlines > No Line**
- b. Remove the chart border: right click on the chart, select **Format chart area > Border color > No line**
- c. Format y axis: right click on the axis, select **Format axis > Axis options**, change major unit to “1”
- d. Reduce space between bars to zero: right-click on one bar, select **Format data series > Series options** and reduce gap width to 0%
- e. Delete title and legend for now

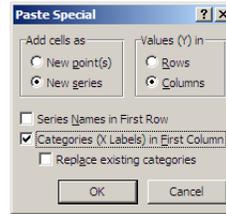
Step 3



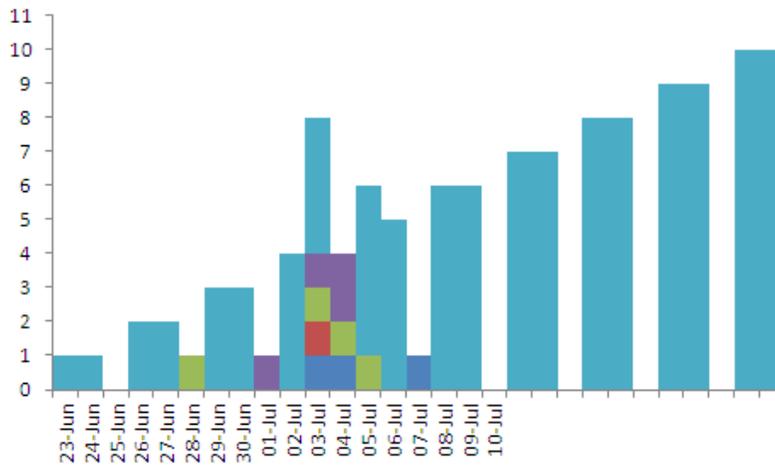
4. Adding a new series (this is what will allow you to have each case as a box)
 - a. Copy the following into columns H and I (or any other empty columns).
 - b. Select/highlight cells H1 to I29, click CTRL+c to copy, click on the chart
 - c. Click **Home > Paste > Paste Special > Add cells as "New series", Values (Y) in "Columns", select "Categories (X Labels) in First Column"** and then select "OK".

Step 4: New series

H	I
0	1
1	1
0	2
1	2
0	3
1	3
0	4
1	4
0	5
1	5
0	6
1	6
0	7
1	7
0	8
1	8
0	9
1	9
0	10
1	10

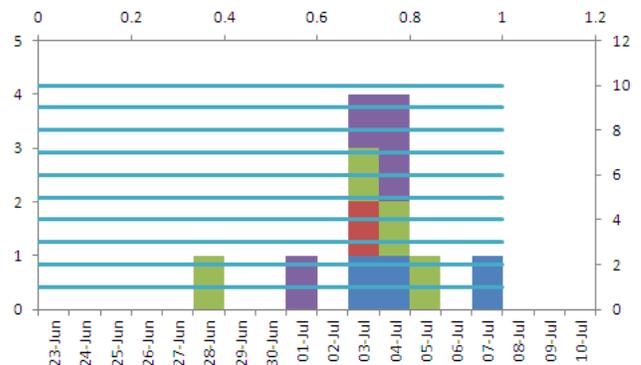
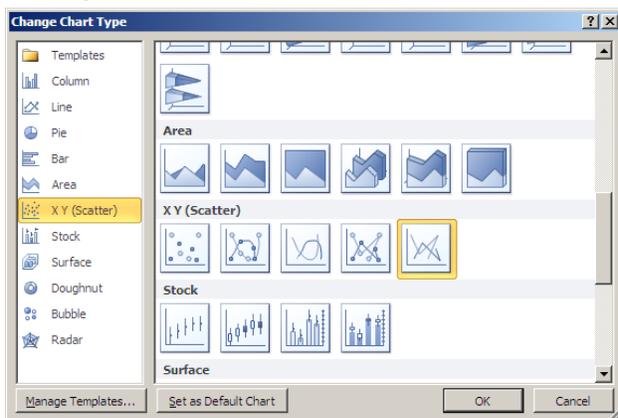


Step 4



5. Change the new series graph type to a scatter point (xy) line type
 - a. Right click on one of the newly added bars from Step 4 and select **Change series chart type**
 - b. Select **XY (Scatter) – Scatter with straight lines**, click OK

Step 5



6. Final formatting

- a. Format the right y axis: right click on the axis, select **Format axis > Axis options**, change maximum to 10 (and minimum of 0)
- b. Delete the right axis
- c. Format the top x axis: right click on the axis, select **Format axis > Axis options**, change maximum to 1 (and minimum of 0)
- d. Delete the top x axis
- e. Format the lines: Right click on the lines, select **Format data series**
 - i. **Line colour > Solid line**, colour = white
 - ii. **Line style**, change width to 1
- f. Borders to bars: Right click on one of the boxes, select **Format data series**
 - i. **Border color > Solid line**, colour = white
 - ii. **Border styles**, increase width to 1
- g. Add legend, and axis titles, standardize font sizes and alignment

