

<u>Method</u>	<u>Number</u>
Bike	3
Car	5
Bus/train	12
Walk	4
Other	2

Challenge

1. Create a blank workbook.
2. Enter the data from the sample spreadsheet or data of your own.
3. Make a bar chart.
4. Change the title of the chart.
5. Resize the chart.
6. Move the chart.
7. Copy and paste the chart to a Microsoft Word document.