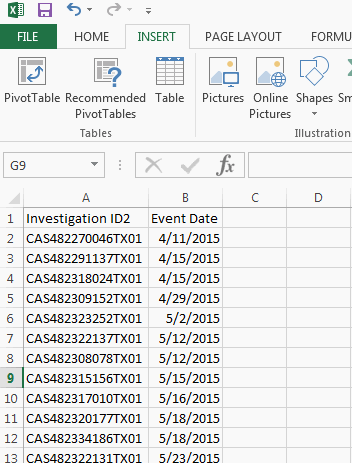
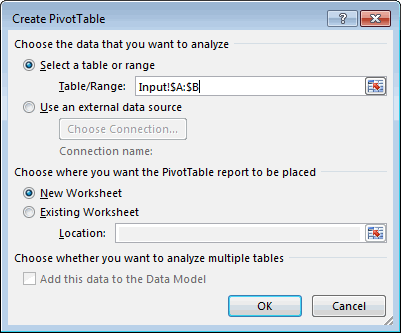
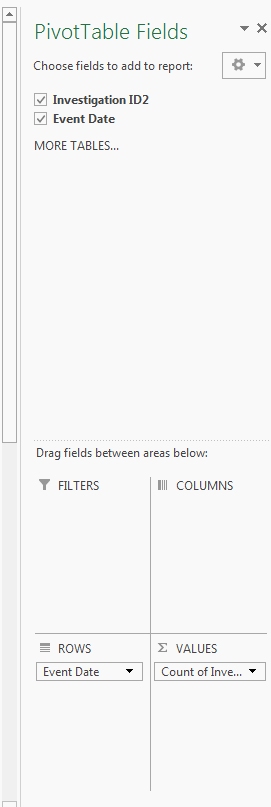
**Epi Curve**

* Make a tool that is easily and quickly updated.
  + Don’t remake it each day.
  + Make the tool ahead of time.
    - Have time to test it.
    - Learn its strengths (exploit them)
    - Learn its weaknesses (minimize them).
  + During an incident, make updates quickly.
* Rename or make a copy of the data file with a ‘generic’ name. (“Input”, “Data”). You’ll be able to use the same name tomorrow, without feeling silly.
* Make Pivot Table



* + Use the whole columns as the Data Source
  + Put the Pivot Table on a new sheet
  + Date in the Row label
  + Count of Investigations in the Values

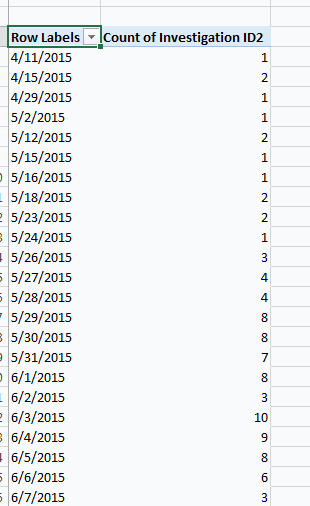


* + On the Design Tab, pull down the Grand Totals menu and select “Off for Rows and Columns”. They just get in the way.

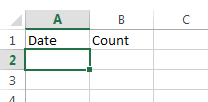


* + Rename this sheet. “Pivot”

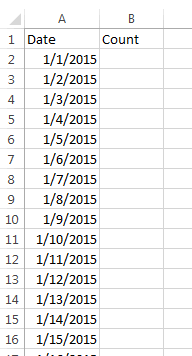
**Dates are not continuous. We can fix that.**

****

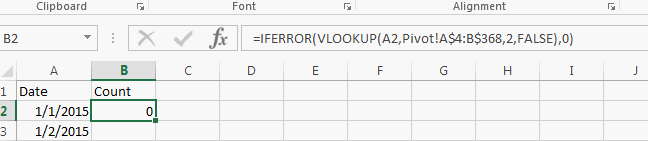
* Add a new, blank sheet. Rename as “Chart”
* Column Headers in row 1
  + Date
  + Count

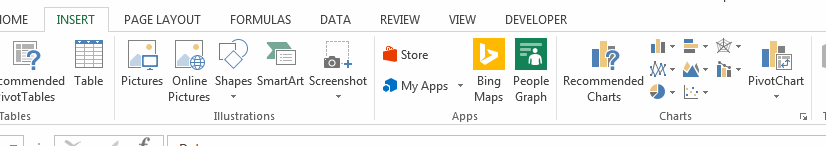


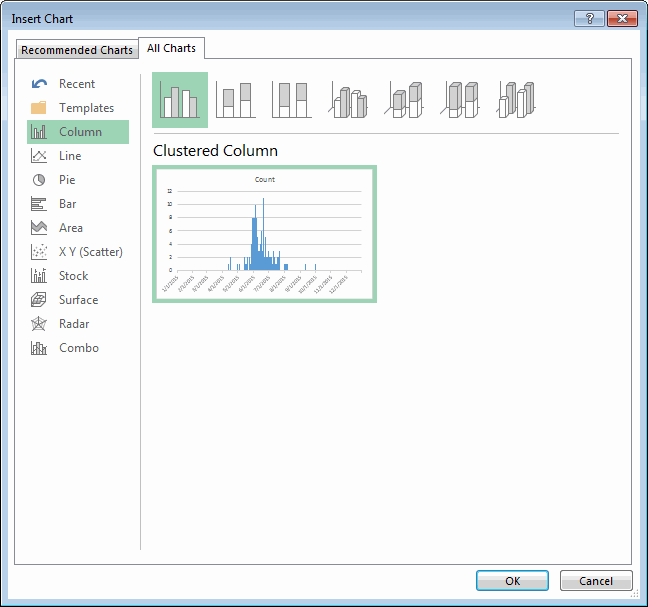
* Fill in Dates in Column A
  + Type the first date, then drag down to fill. In this case, we’re going to go all the way to row 368
    - All dates must be represented… even dates that have no cases
    - From the first date you want on your chart
    - To the last date you want on your chart.



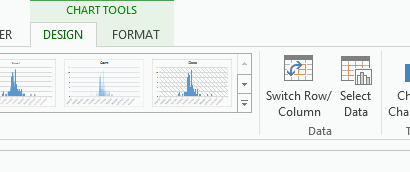
* Use VLOOKUP() function to get the counts from the Pivot Table into Column B
  + Same number of rows in Lookup Table as there are dates.
  + Use absolute references (A**$**4:B**$**368)
  + Copy all the way down to row 368.

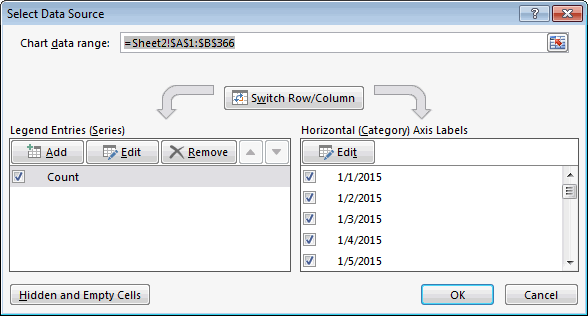


* Select columns A & B
* Insert Recommended Chart

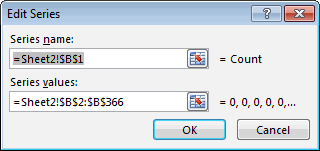


* + “All Charts”
  + Column
  + Clustered Column
  + Pick the suggestion that looks closest to what you want, then click OK.
* “Select Data”

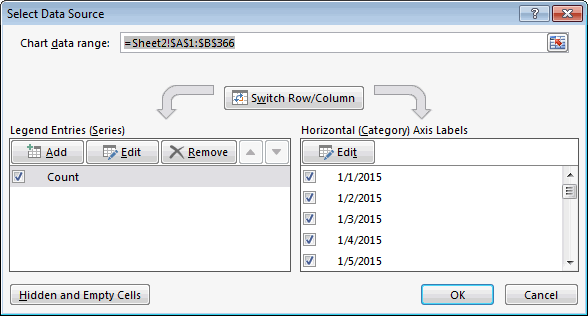




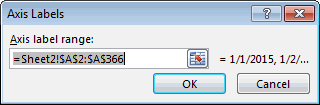
* + “Legend Entries” – Edit

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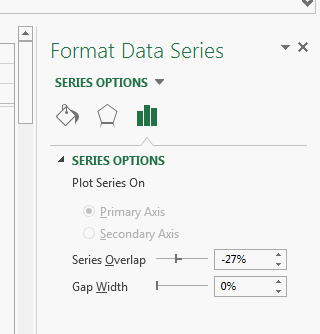
* + Make sure “Series Values” includes all cells in the data



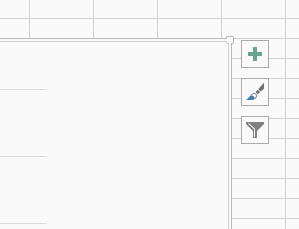
* + “Horizontal Axis Labels” – Edit



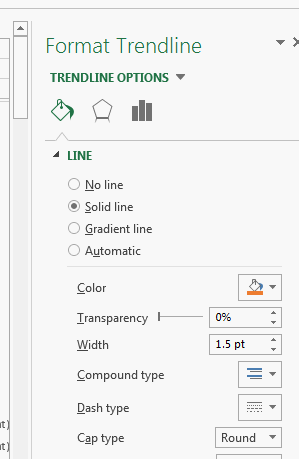
* + Make sure “Axis label range” includes all of the row labels
* Format Columns



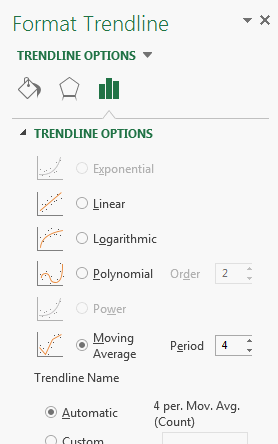
* + Double-Click on a column in the chart
  + Change Gap Width to 0%
* Add a Trend Line
  + Click in the Chart Area
  + Click on the plus sign to the right

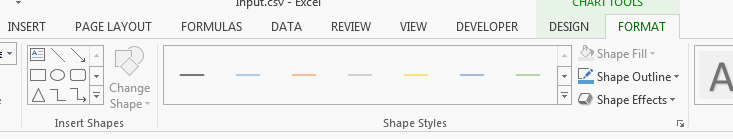


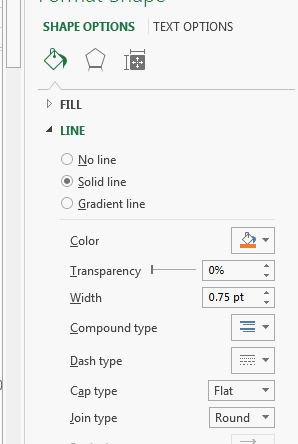
* + Click the checkbox labeled Legend
  + Do NOT click the check box. Click on arrow next to Trend Lines
  + Scroll down and click on More Options
  + Click on Paint icon



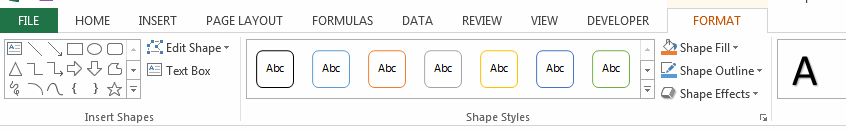
* + Select a contrasting color
  + Select the solid line on the Dash type control
  + Click on Chart icon



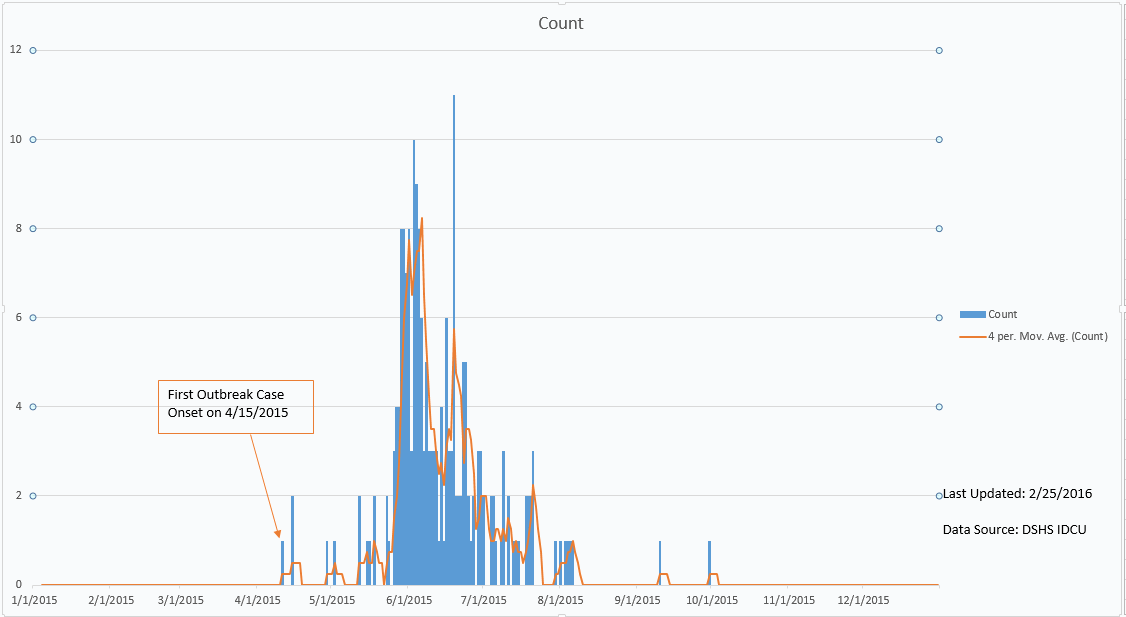
* + Select radio button next to Moving Average
  + Set the Period to the number of days that give a good picture of the rise and fall of events.
* On the Format Tab, select “Text Box” 
  + Click and drag in the Chart Area to insert
  + Type message
  + Change “Line” to “Solid Line”



* Select the arrow from the Shapes menu



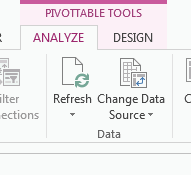
* + Click and drag to add the arrow.
  + Set the color of the Arrow



* All Charts, graphs, maps and tables that will be published should include:
  + Data Source
  + Creator name
  + Date of last update
  + Department name/logo
* Save to an Excel format.
  + Use a generic name. You \*might\* want to include a version date. You might not.

The next day….

* Get the new data
* Open the new data file and the old Epi Curve file.
* Copy the new data
* Paste into the “Input” or “Data” tab of the Epi Curve file, replacing the old data.
* Select the “Pivot” worksheet
* On the “Analyze” tab, click “Refresh”



* Select the “Chart” worksheet
* Change the Last Updated note, and any other annotations.

