**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.**

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* 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.

