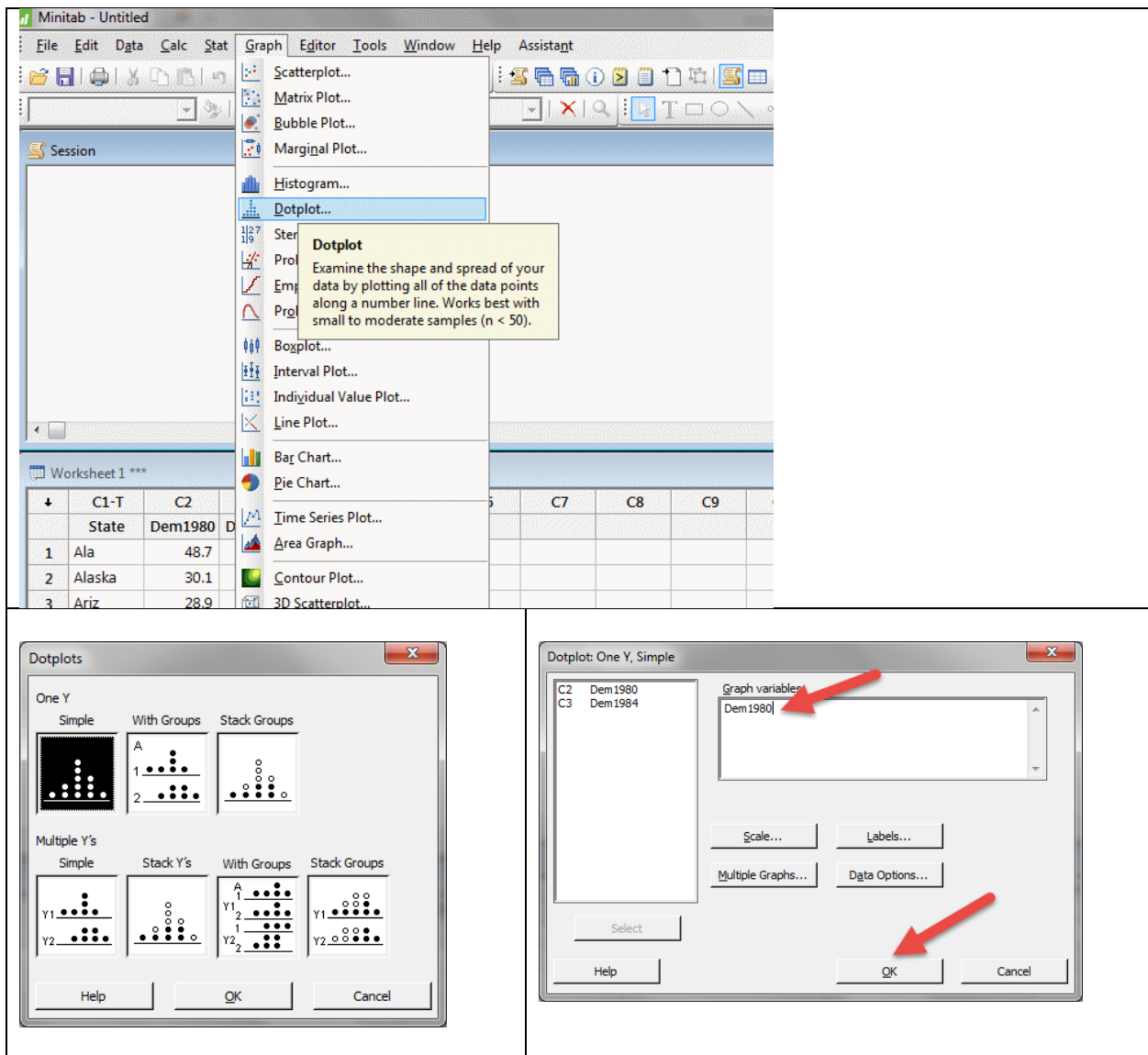**Beginning with graphing: Dotplot** (and copying the graph to paste into a document)

To begin working with making graphs of a set of data values, by hand, we draw a number line and place each of the data values on the number line in the right place.   For a dotplot, if two data points are placed in the same place, then we stack them.
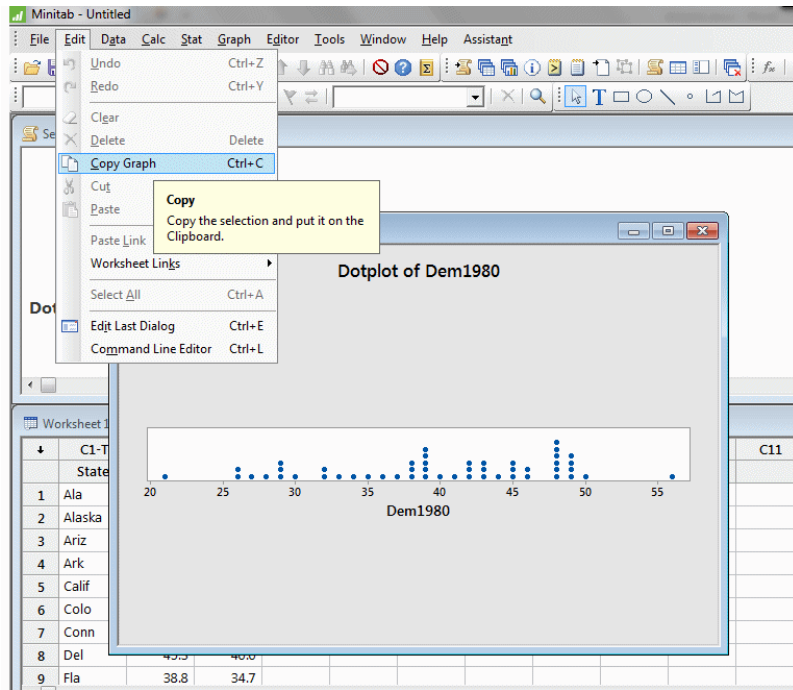
Now we do the equivalent with software.

To make a dotplot of the 1980 Dem. Vote percentages, we choose Graph > Dotplot > Simple
In the dialog box, we select the appropriate variable.

Do that either by typing the column number   C2 into the variables box   OR   put your cursor into the variables box and then choose the variable in the variable list, which will make the name of the variable appear in the variables box. Then choose OK.

That produced a dotplot as shown below. Next choose Edit > Copy Graph   and that copies the graph to your computer clipboard.

After this, open your word-processing document and paste the dotplot into it as shown below.

I re-sized it here by choosing the lower right corner and using the two-ended arrow to shrink it.