

GRAPHING with Microsoft Excel

- ▶ Open Microsoft Excel.
- ▶ List data points; x in column A, y in column B (If there are two sets of data, place the second set of y 's in column C).
- ▶ Highlight list of data points.
- ▶ Click Insert along the tool bar.
- ▶ Click on Scatter, then *scatter with markers only*.

Graphing continued

- ▶ Click Layout along the tool bar.
- ▶ Click on Chart Title, then Above Chart, and insert an appropriate and descriptive title.

Graphing continued

- ▶ Click on Axis Titles, Primary Horizontal Axis, then Title below Axis, and label accordingly with units.
- ▶ Click on Axis Titles, Primary Vertical Axis, then Rotated Title, and label accordingly with units.

Graphing continued

- ▶ Click on Legend, then click on None (if there is only a single line/set of data points).
- ▶ Click on Gridlines then primary vertical gridlines, then click Major Gridlines

Graphing continued

- ▶ Then click on Trendline – if the points look like they form a straight line, click on Linear Forecast Trendline – if the points look like they form a curved line, click on *more trendline options* and click on polynomial.
- ▶ Then click on Trendline once again and click on *more trendline options* and check off *Display Equation on Chart* and then close.

Graphing...the END.

- ▶ Move the equation to the side of the graph.
- ▶ Make final adjustments to sizes/fonts/spacing/etc. if necessary.
- ▶ Copy and paste into the document or print.