

Making Graphs Using Excel

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Enter Data Into Cells:

You can change the size, color, boldface of the text and numbers in the cells.
This will change the size etc. on the graph too.

1. Enter the name of the independent variable in column A1 _____
2. Enter data for independent variable in column A. (A2-A3-A4 etc)
Note: enter numbers only do not add units.
can not have numbers and letters in same cell
3. Enter the name of the dependent variable in column B1 _____
4. Enter the data for the dependent variable in column B (B2-B3-B4 etc)

Making the Chart (graph):

1. Select data in column B to be graphed (do not include the column title cell B1)
begin with B2 and drag down to include all data
2. Insert ---Chart or select chart icon
3. Follow steps of **chart wizard**:

Step 1: Chart Type

select column bar graph

Step 2: Chart Source Data

1. select series tab (not Data Range) located at top of dialog window

2. type in name of data series _____

this is the Independent Variable in cell A1

this will be the data that will be graphed (making the bars)

3. Category (X) axis labels

these are the individual Independent variables or trials

these labels will show up underneath each bar & above the x-axis title

this is the data typed in column A

click in the text box and go to the spreadsheet cells and select the cells in column A wanted by clicking the first cell (A2) and dragging down to the end

Examples:

Trial 1	Trial 2	Trial 3	Trial 4	Trial 5	(x-axis labels located below each bar)
Distance Traveled (m)					(x - axis title....this is the dependent variable)

Monday	Tuesday	Wednesday	Thursday	Friday	(x-axis labels located below each bar)
Days of the Week					(x - axis title)

66	78	92			(x-axis labels located below each bar)
Circumference (cm)					(x - axis title)

Chart Wizard

Step 3 Chart Options (select tabs at the top for each option)

Title: Chart Title: The Effect Of ____ (independent variable) on the ____ (dependent variable)

Category (X) Axis: Independent Variable (unit)

Value (Y) Axis: Dependent Variable (unit)

Axes: keep default settings

Gridlines: keep default settings

Legend: not necessary (unselect show legend) unless there is more than one independent variable or if multiple trials are being charted

Data Labels: select Show Values
will show the value of each bar on top of each bar

Data Table: do not select show data table (not necessary for data is represented by graph)

Chart Wizard- Step 4 Chart Location

select as a new sheet

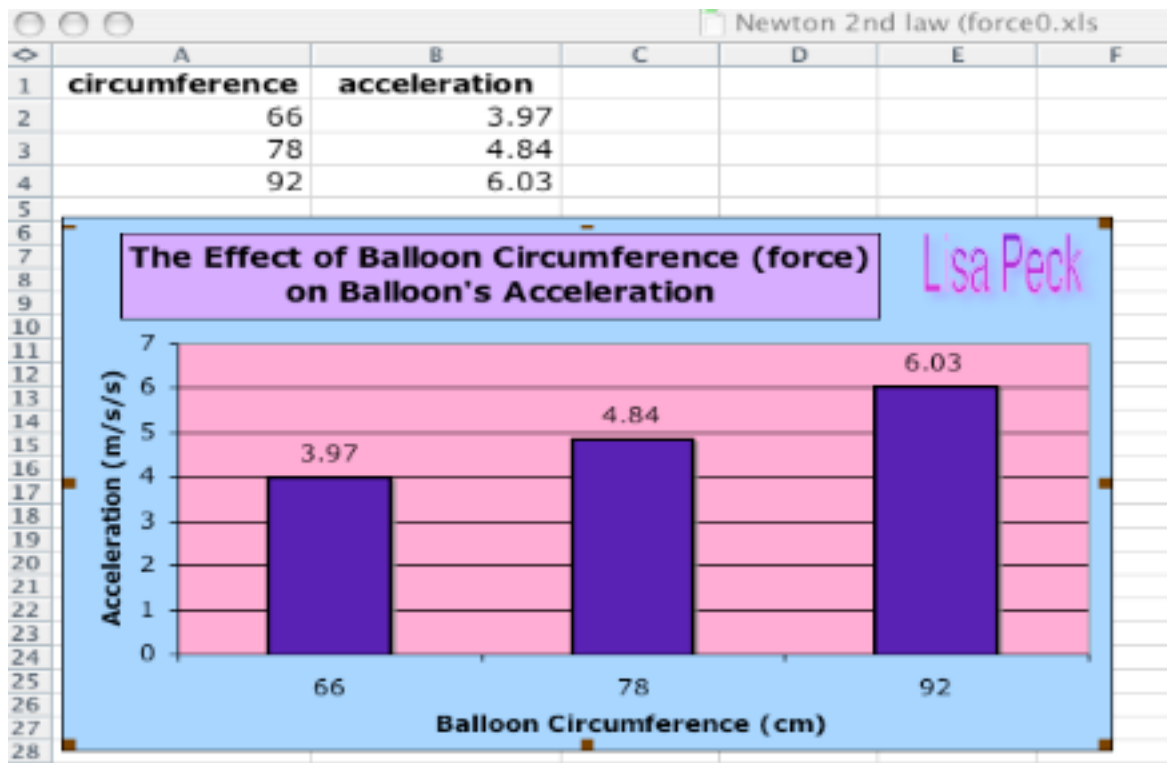
Double Click on Each Area of Graph/ Chart

Fill in color of area (graph background, bar colors, title color, axes labels)

Thickness and color of lines

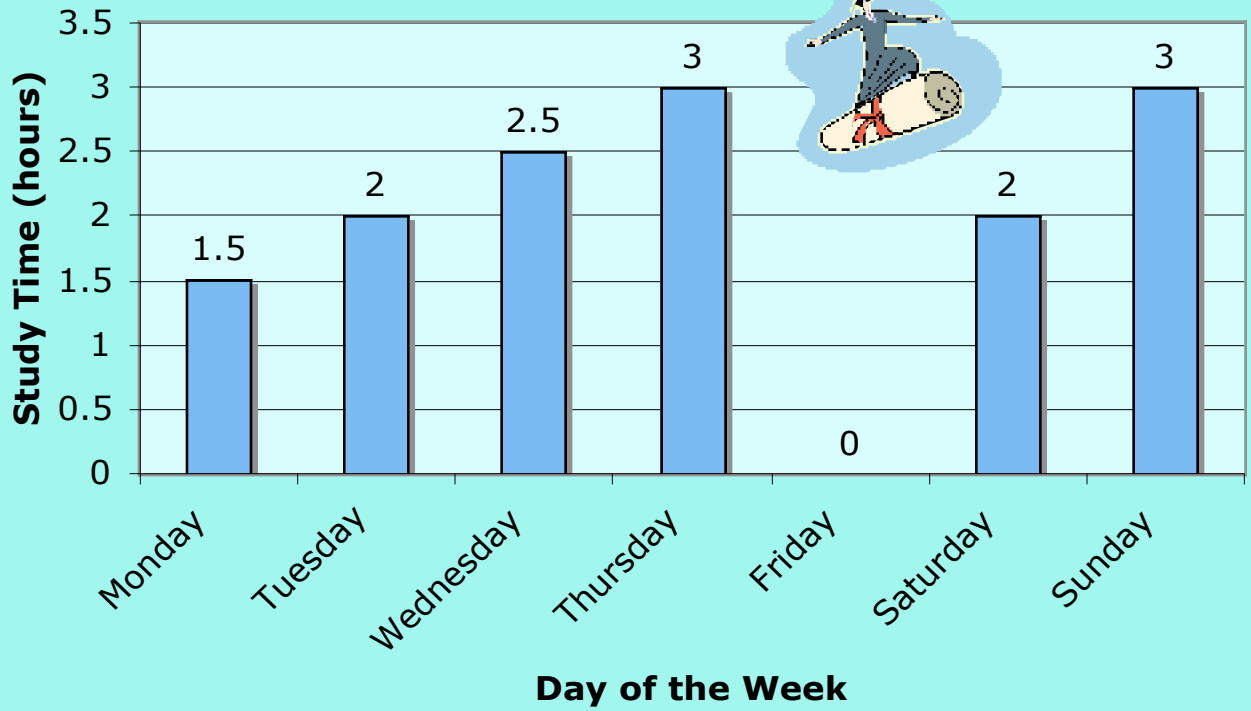
Insert WordArt to add your name

Insert graphics found on internet and saved in your document folder



Weekly Amount of Time Spent Studying

Lisa Peck



Effect of Amount of Fertilizer on Plant Growth

Lisa Peck

