**Line Graph**

When you have something that is measurable and scalable on the x and y-axis. Example – plant height vs. fertilizer amount. Fertilizer amount might go on the x-axis and plant height would go on the y-axis.

![Fertilizer vs. Plant Growth](image)

**Bar Graph**

When you have something that is measurable on one axis (usually the y-axis) and something that is absolute on the other axis (usually the x-axis). Example – M&M color vs. Number of M&Ms.

**Steps for Creating a Line Graph in Excel**

1. Enter your data in the cells in Excel.

2. Highlight the cells that have the data you want to use in your graph.

3. Click on the Chart Wizard button on the standard toolbar.

4. Choose the XY (Scatter) in the chart type section. I recommend choosing the 3rd option “Scatter with data points connected by lines.”
5. Click "Press and Hold to View Sample." Does it look like you expected?

6. If yes, Click Next 2 times and go to step 7.

7. If no, Click Cancel and check steps 1 through 3.

8. Click the Titles tab, if necessary.

9. Type a Chart Title, a title for your Value (X) axis, and a title for your Value (Y) axis.

10. Click the Gridlines Tab.

11. Click the "Major gridlines" in the "Value (X) axis" section.

12. Click the Legend Tab.

13. For a single line graph, uncheck "Show Legend." For a multi-line graph, keep the legend and choose the location for it.

14. Click Next.

15. Click the button for "As new sheet: Chart1."

16. The gray background won't print very well, so remove it by doing the following:

17. Click in one of the gray squares.

18. Then click the properties button on the Chart toolbar.

19. Click the None button in the Area section.

20. Click OK.

Additional Thoughts:
* Want to change other parts of the graph? Click on that part, then click on the properties button.
* Oops! Made a mistake during the Chart Wizard? Click Chart on the main menu, then click options.