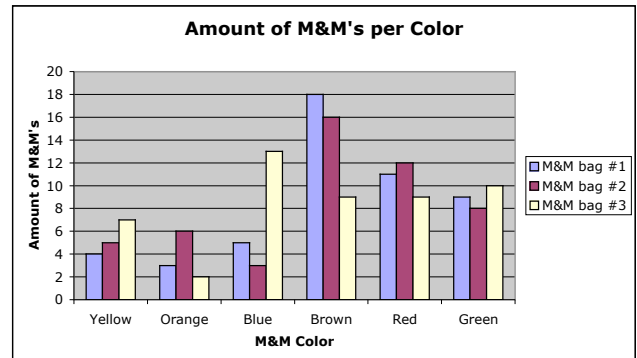
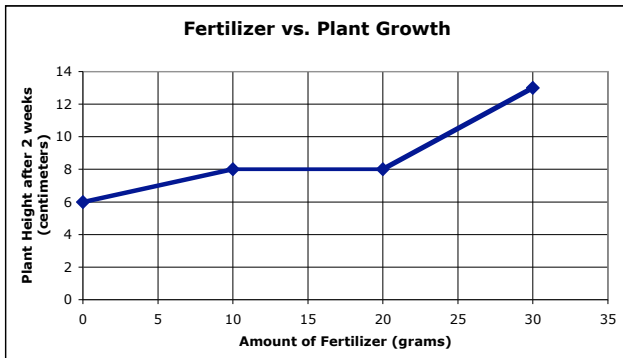


Creating a Chart/Graph in Excel

Choosing Which Type Of Graph To Use:

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.

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.



Procedure for Line Graph:

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

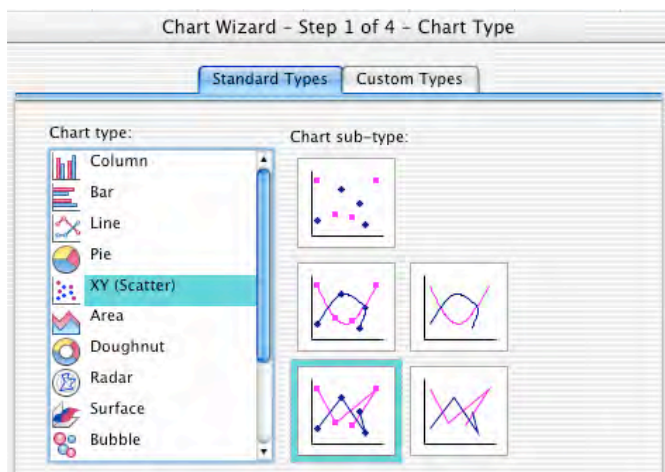
	A	B
	Amount of Pixie Dust	Length of Spell
1		
2	10	20
3	20	39
4	30	65
5	40	75
6	50	103
7	60	120
8	70	150
9	80	164
10		

	A	B
	Amount of Pixie Dust	Length of Spell
1		
2	10	20
3	20	39
4	30	65
5	40	75
6	50	103
7	60	120
8	70	150
9	80	164
10		

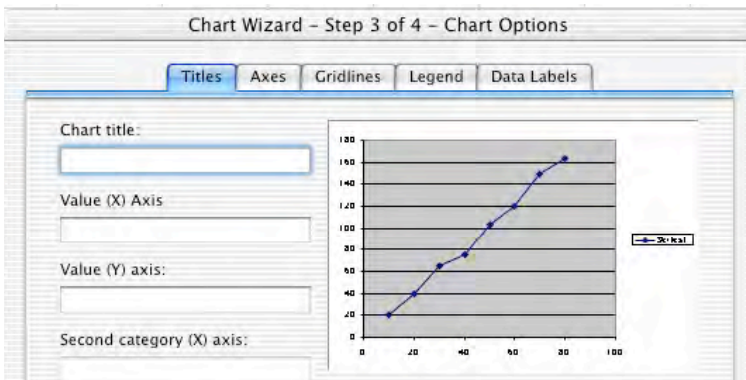


3. Click on the Chart Wizard button on the standard toolbar.
4. Choose the XY (Scatter) in the chart type section.

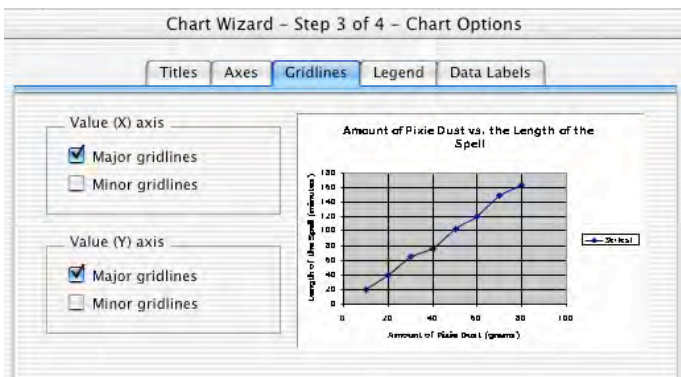
I recommend choosing the 3rd option “Scatter with data points connected by lines.”



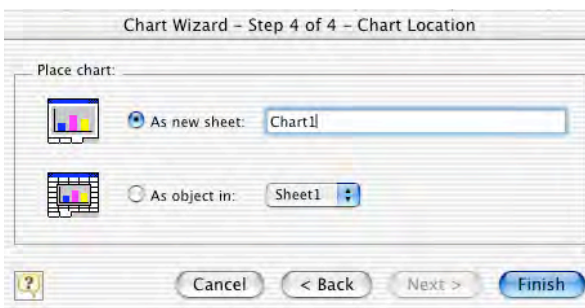
5. Click “Press and Hold to View Sample.” Does it look like you expected?
6. If yes, Click Next 2 times and go to step 7.
7. If no, Click Cancel and check steps 1 through 3.
8. Click the Titles tab, if necessary.



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:

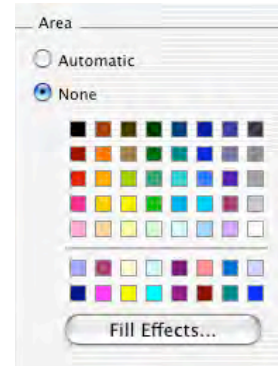
17. Click in one of the gray squares.

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

19. Click the None button in the Area section.

20. Click OK.

Tah-dah! Print it and attach it to your display board!



Additional Thoughts:

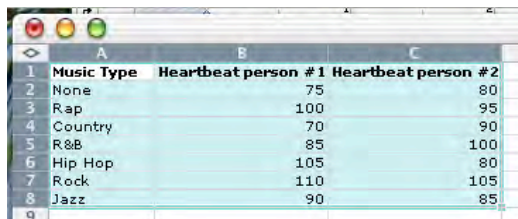
- Want to change other parts of the graph? Click on that part, then click on the properties button.
- Oops! Made a mistake during the Chart Wizard? Click Chart on the main menu, then click options.

Procedure for Bar Graph:

1. Enter your data in the cells in Excel.

	A	B	C
1	Music Type	Heartbeat person # 1	Heartbeat person # 2
2	None	75	80
3	Rap	100	95
4	Country	70	90
5	R&B	85	100
6	Hip Hop	105	80
7	Rock	110	105
8	Jazz	90	85
9			

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.

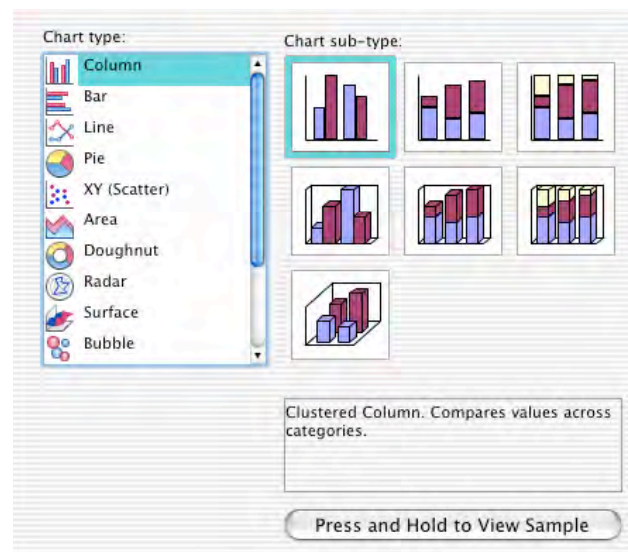


4. Choose Column in the chart type section, if necessary.

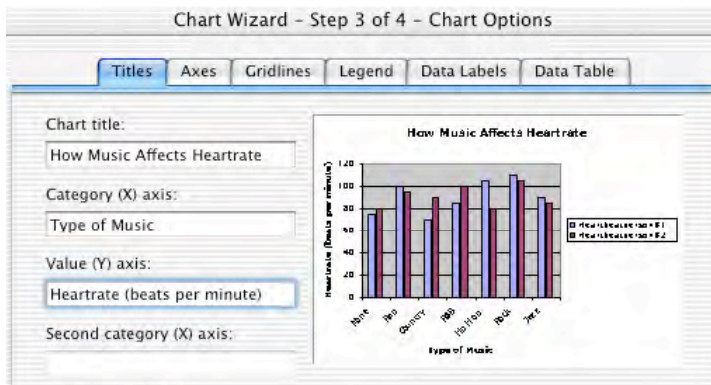
5. Click "Press and Hold to View Sample." Does it look like you expected?

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

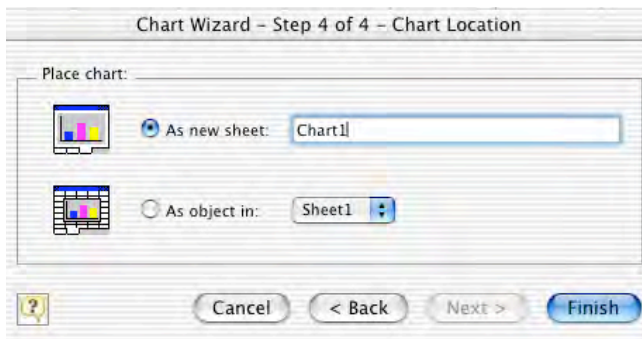
If no, Click Cancel and check steps 1 through 3.



6. Click the Titles tab, if necessary.
7. Type a Chart Title, a title for your Value (X) axis, and a title for your Value (Y) axis.

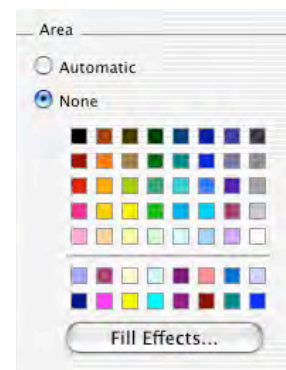


8. Click the legend tab.
9. Click the “bottom” button.
10. Click Next.
11. Click the button for “As new sheet: Chart1.”



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

13. Click in one of the gray areas.
14. Then click the properties button on the Chart toolbar.
15. Click the None button in the Area section.
16. Click OK.



Tah-dah! Print it and attach it to your display board!

Additional Thoughts:

- Want to change other parts of the graph? Click on that part, then click on the properties button.
- I recommend making the bars contrasting colors since we only have a black and white printer. Consider making the bars white and color them in yourself later. 😊
- Oops! Did you make a mistake during the Chart Wizard? No problem. Click Chart on the main menu, then click options.