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How to use Excel

Microsoft Excel (and other spreadsheet programs) can very easily construct graphs of data. Learning how to get the computer to make a nice graph with all the right details can take some practice, but once you know how, it is much faster than graphing by hand.

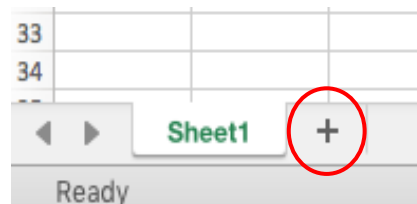
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Here are some tips and tricks to help you use Excel for graphs:

1. All of your data will need to be entered into separate cells on the spreadsheet, much like they are in the data tables given.
2. The separate data tables and graphs can be entered on different "sheets." (a new sheet can be added by clicking on the "+" button on the bottom left of the window)

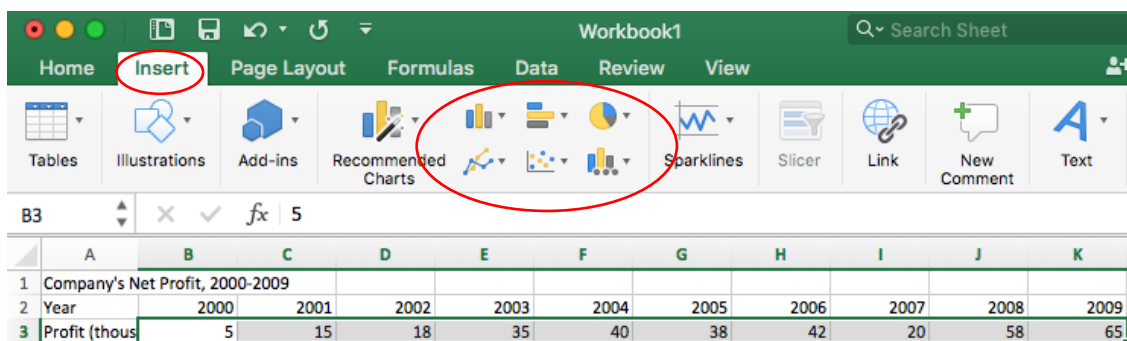


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3. To make the graph, select the cells that contain the "vertical" values (the values that are measured on the y-axis), click on the Insert tab, and select the type of graph you want to make.

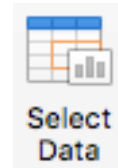


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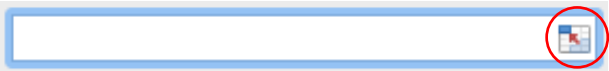


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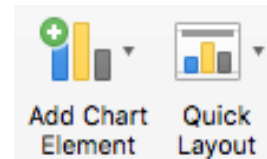
4. Now you need to tweak the graph to give it some important details, like a proper “horizontal” (x-axis or “category”) labels, axis labels, and a title.
 - i. With your graph selected, click on the Select Data button.
 - ii. Then click the button highlighted below and select the cells that you want to be on the horizontal axis.



Horizontal (Category) axis labels:



- iii. You can add axis labels, titles, legends, and other graph elements by using the Add Chart Element or Quick Layout buttons.



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5. You can modify other aspects of your graph (colour, spacing of axis scales, backgrounds...etc.) to improve the clarity, but your graph now contains all the pieces it requires.
6. Make sure you add titles, labels, units, adjust axes if needed, colours, legend, etc...Adjust the formatting to make your graph as clear as possible.

Tips:

Use the Excel app on the computer, not the online version as it has limited features.

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