

How to Graph on Excel

- 1) **Open Excel**
- 2) **Enter Data:** *Column A is always the x-axis and column B is the y-axis.*
 - a) In cell A1 and cell B1 write in the label for each axis. (Ex. “mass, volume, time, etc..)
 - b) Enter data into column A and B correspondingly. **Do not enter units with your values!**
 - c) If your line or curve should go through the origin, make sure to enter (0,0) as a point.
- 3) **To make graph:**
 - a) Highlight just the number values in both columns.
 - b) Go to toolbar to **Insert**, and select **Scatter with only Markers** (dots only)
 - c) Under the **Design** tab, select **Chart layout #1**(the left one on the tool bar).
 - d) On the graph, click on the title and write in your specific title. Then, click on axes to label axes with units. *-If you need to make a subscript (or superscript), highlight what you want as a subscript, right click, go into font and select subscript (or superscript).*
- 4) **To make the graph its own separate page from the data sheet:**
 - a) Right click on graph/chart area.
 - b) Select “Move Chart”
 - c) Select “as New Sheet”, chart 1, click OK
- 5) **To make a best-fit line or best-fit curve** (a.k.a. Trendline):
 - a) Right click on a plotted point on the graph
 - b) Click “Add Trendline”
 - c) Select Linear for best-fit line (or Polynomial for a best-fit curve)
 - d) At the bottom of the window, check “Display equation”
 - e) Check “Set intercept = 0” if you want to force the line (curve) to go through the origin.
 - f) Close the Trendline window.
 - g) Click and drag the equation off to the side of the graph.
- 6) **To Label the Legend** (key) [Note: if you have only one data set, you can delete the legend]:
 - a) In the legend, right click on “Series 1”
 - b) Click “Select Data”
 - c) On the left side of the window, highlight “Series 1” and click edit. Write in the name you want.
 - d) Repeat if you have more than one series
- 7) **To make more than one curve or line on the same graph:** This is possible to do as long as the x-axis values are the same for the other set of data.
 - a) Enter your new series of data in Column C (or D, E, etc. for multiple new series) the y-axis data.
 - b) Right click on the graph and choose “Select Data...” then click “Add”
 - c) Click the icon next to Series X Values, then highlight the data in Column A and click the icon again
 - d) Click the icon next to Series Y Values, then highlight the data in Column C and click the icon again
 - e) Click “Okay” twice and your new data will be on your plot.

Note: If you realize (after graphing) that you need to change some of your data points, simply edit the data in your data table. The graph & trendline are automatically updated.