

## "Step Sheet: Creating a Graph in Excel"

### Using Microsoft Excel Spreadsheets with Data

This step sheet will help you convert the data from your T-Chart into a graph of the linear equation.

### Using Microsoft Excel

To set up a document for your data and charts, follow these steps:

#### ➤ Opening Microsoft Excel

##### *Step 1*

Open your spreadsheet with data using Microsoft Excel.

#### ➤ Converting the Data Table to a Graph

Before you can use the Chart Wizard to create a graph from your data table, you must use the cursor to drag through the information you need in your table. You will not need to include the title in the cells you highlight for your graph.

##### *Step 1*

Click the upper left cell of the T-Chart data in the spreadsheet and drag through all the data in the T-Chart.

##### *Step 2*

Click the Chart Wizard icon on the toolbar.

##### *Step 3*

A series of windows will appear asking you for information about your chart. The first thing you must decide is which type of graph you would like. For a graph of a linear equation, select XY (Scatter) and use the type in the bottom left corner (Scatter with data points connected by lines). Click Next.

##### *Step 4*

The next window will show you a sample of your data as a graph. Click Series in: Columns. Click Next.

##### *Step 5*

Click the field under Chart Title and type in the equation being graphed, and then click Next.

##### *Step 6*

The final step of the Chart Wizard asks you to decide if you want your chart

to be an object in your current workbook or a new workbook page. Leave it as an object and click Finish.

*Step 7*

Your completed graph will appear on top of your sheet. You can move it around the page and resize it with the handles on the corners.

*Step 8*

Double-click the gray plot area. Under Area, click None. Click OK.

*Step 9*

Double-click the line. Under Line, click Custom, and for Color, select black.

*Step 10*

Under Marker, click Custom, then in Foreground and Background, select black. Click OK.

*Step 11*

From the menu choose File-Print Preview. Note the layout of the page, then click Close. Move the graph as needed.