"Step Sheet: Creating a Graph in Microsoft Excel"

Using Microsoft Excel Spreadsheets with Data
This step sheet will help you graph data and determine if there is a relationship between the variables by doing a linear regression.

Using Microsoft Excel
To graph your data, follow these steps.

- **Opening Microsoft Excel**

Step 1
Click the Start menu button then point to Programs. The Programs submenu appears containing the Microsoft Excel icon.

Step 2
Click the Microsoft Excel icon to open the program.

Step 3
A new blank workbook should automatically appear. If not, click File then New, and select a new blank workbook from the dialog box.

When the new workbook opens, you will have a blank spreadsheet ready to accept your text and data.

- **Setting Up the Data Table**

Step 1
Determine whether you want to model a change in Demand or a change in Supply.

Step 2
Find cell number A1 and click the cell with the cursor.

Step 3
Type "Quantity," then press Enter. This will help remind you that this column is being graphed on the X/Horizontal axis of your graph.

Step 4
Find cell number B1 and click the cell with the cursor.

Step 5
If you have determined that you want the graph to show a change in Demand, then in cell B1 type "Demand1," then press Enter. This will help remind you that this column is being graphed on the Y/Vertical axis of your graph. (If you want the graph to show a change in Supply, then in cell B1 type "Supply1".)

Step 6
Find cell number C1 and click the cell with the cursor.

Step 7
In cell C1 type "Demand2," then press Enter. (If you want the graph to show a change in Supply, then in cell C1 type "Supply2".)

Step 8
Find cell number D1 and click the cell with the cursor.

Step 9
In cell D1 type "Supply," then press Enter. (If you want the graph to show a change in Supply, then in cell D1 type "Demand".)

Step 10
Find cell number A2 and click the cell with the cursor.

Step 11
Type in the amount of Quantity. Press Enter. Continue to fill in the A column with data.

Step 12
Find cell number B2 and click the cell with the cursor.

Step 13
Type in the price corresponding to the quantity demanded shown in cell A2. Press Enter. Continue to fill in the B column with data. Each entry in the B column represents the price for the quantity shown in the A column.

Step 14
Find cell number C2 and click the cell with the cursor.

Step 15
Type in the new price corresponding to the amount of quantity demanded shown in cell A2. Press Enter. Continue to fill in the C

column with data. Each entry in the C column represents the price for the quantity shown in the A column.

Step 16
Find cell number D2 and click the cell with the cursor.

Step 17
Type in the price for the amount of quantity supplied. Press Enter. Continue to fill in the D column with data.

Step 18
Save your data. From the File menu, select Save As.

Step 19
In the dialog box that appears, type the name of your Excel Workbook and select where you want to save it. Click Save.

- **Converting the Data Table to a Graph**

Step 1
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.

Step 2
Make sure all of your data needed for the graph is highlighted.

Step 3
Click the Chart Wizard icon on the toolbar.

Step 4
The Chart Wizard – Step 1 of 4 will appear asking you for information about your chart. The first thing you must decide is which type of graph you would like. Select XY (Scatter) under Chart Type. Select Scatter with data points connected by lines (lower left option). Click the Next button.

Step 5
The next window, Chart Wizard – Step 2 of 4 – Chart Source, will show you a sample of your data as a graph. Click the Next button.

Step 6
A window, Chart Wizard – Step 3 of 4 – Chart Options will appear. Select the Tab labeled "Titles". Below the box labeled, "Chart Title"

type the name of your graph, “Increase in Demand”. (Or whatever change in Demand or Supply you are graphing). Below the box labeled, “Value (X) Axis”, type the name for your X axis, “Quantity”. Below the box labeled “Value (Y) Axis”, type the name for your Y axis, “Price”. Click the Next button.

Step 7
The final step of the Chart Wizard, Step 4 of 4 – Chart Location, asks you to decide if you want your graph to be an object in your current workbook or a new workbook page. Leave it as an object and click Finish.

Step 8
Your completed graph will appear on top of your sheet. You can move it around the page and resize it by pressing and dragging the handles on the corners.

Step 8
Save the document. From the File menu select Save. To save quickly, use keyboard shortcut Ctrl + S.

Step 9
In the dialog box that appears, type the name of your document. Make sure you are saving your work to the best location. Click Save.