

## Steps in Using Excel to Create a Chart

- 1) Highlight the data you want to chart
- 2) Under "Insert" select Chart (it is easier to do it as a new sheet)
- 3) Follow the steps of the chart Wizard
  - a) Step 1: Identifying the range of data you want to chart. Since you highlighted the data above, excel assumes that is the data to be charted so you can simply click on "Next"
  - b) Step 2: Select a chart type. In class we used the "Scatter" plot but this step is entirely dependent upon what you want to show in your chart. Click "Next"
  - c) Step 3: Select a format for your chart. The pictures display a variety of options with respect to gridlines, points, lines, etc. Choose one and click on "Next"
  - d) Step 4: This step usually guesses correctly and you don't have to do anything. It is guessing about three things:
    - are your data series organized by column or row
    - is the first column (data series) meant to be used as the information for the x axis (the one on the bottom)
    - is the first row included in the data the names (legend) of the data series being plotted.
  - e) Step 5: Do you want a data legend and various chart titles. This one is up to you. Click on "finish" and look at your chart!!