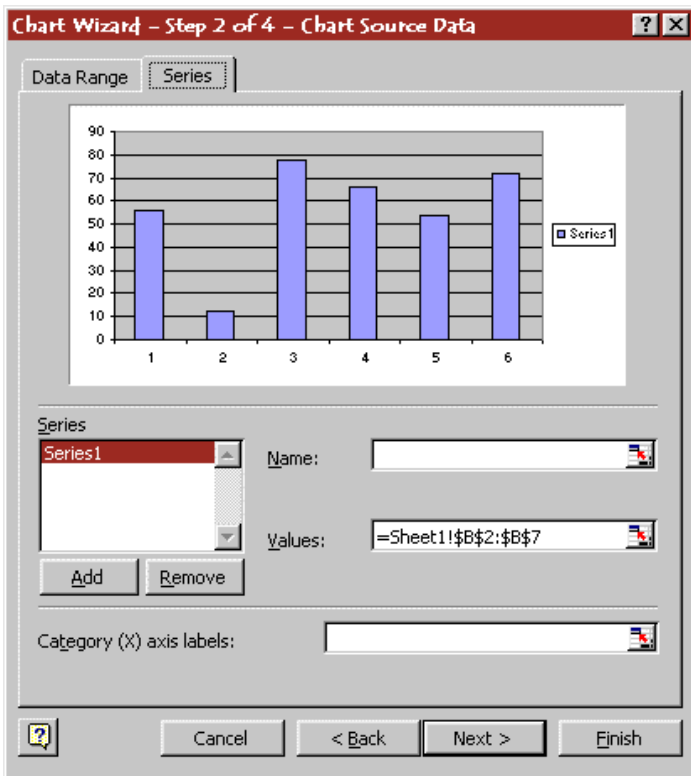
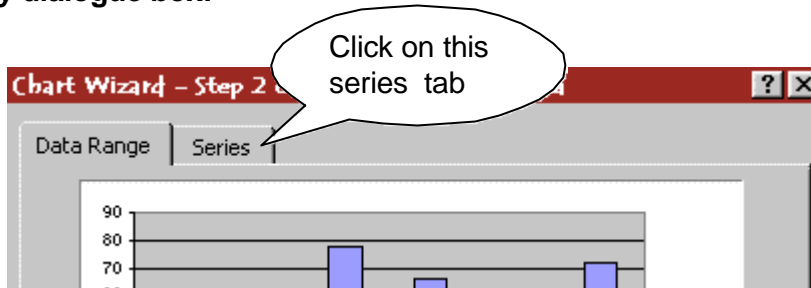


Making Graphs with Excel

1. Enter the data you want to use
2. Select the data you wish to graph
3. Click on the chart wizard icon 
4. Select the graph style
5. ****Key dialogue box!****



6. If there are multiple series eg you have temperature lows and highs, select one and in the name box write the correct title for the data eg High. To get the correct labels on the X axis click in the bottom box then select the names from the spreadsheet itself.
7. Click Next ... Finish.
8. You can modify many things such as titles, gridlines, scale etc but the main feature if you are printing a **graph only** is to right click on the white space of the graph and go to Format Chart Area, Font and deselect Autoscale. (Autoscale is fine if you are planning on printing the graph with the spreadsheet – it allows you to read the text on screen and on the printout – you can resize the graph and the headings will adjust)
9. You can then modify on the chart any features such as titles, axis etc – just right click on them to get options.

10. To print just the graph you must have the chart selected – use Print Preview to check it out. To print the whole page have nothing selected. To add the student's name to a graph printout, in the Print Preview mode, click on Setup. Header/Footer, Custom Footer or Header and type the name.
11. If you get more data later you can add it into the chart directly by dragging down the blue lines on the spreadsheet from the blue box

	A	B	C	D	E
1	Name	Mark			
2	Jane	56			
3	Bob	12			
4	Tom	78			
5	Jill	66			
6	Chris	54			
7	Louise	72			
8	Johanna	88			
9				90	
				80	

Pull this box down to include Johanna