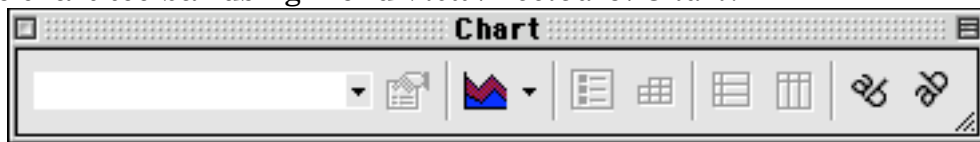


## Using Microsoft Excel for drawing graphs

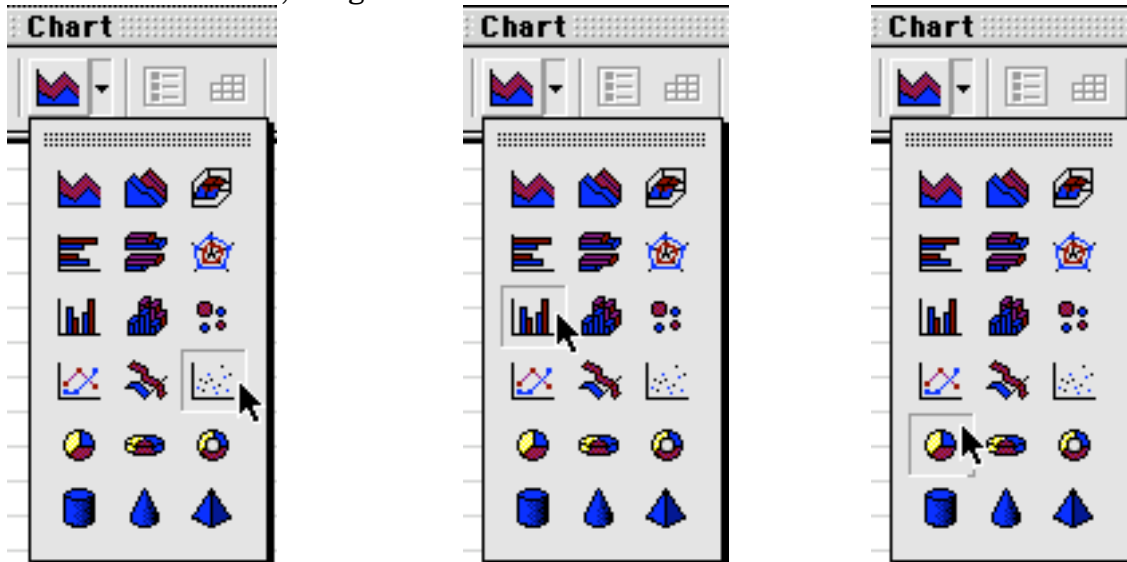
Open a new Excel file. Type your values and select the data to be plotted.

	A	B
1	x	y
2	1	1
3	2	3
4	4	9
5	8	27
6		
7		

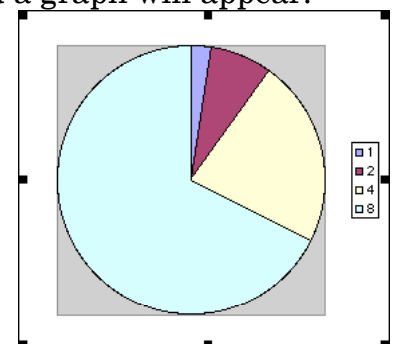
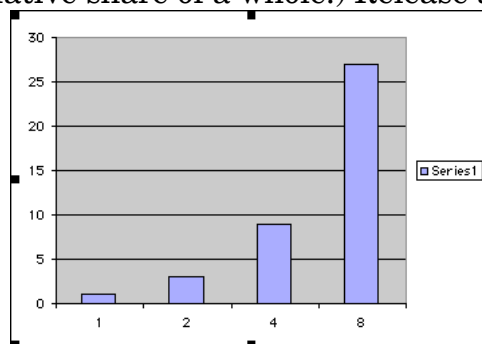
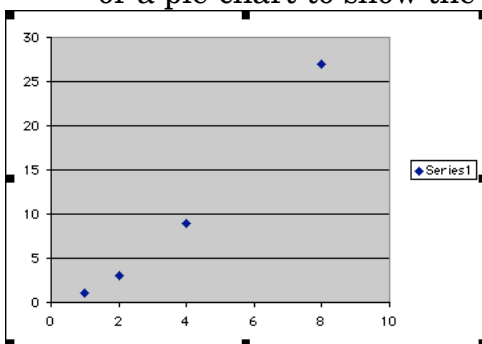
Open the chart toolbar using menu *View/Toolbars/Chart*.



With the data selected, drag down on the middle icon of the toolbar to select the type.



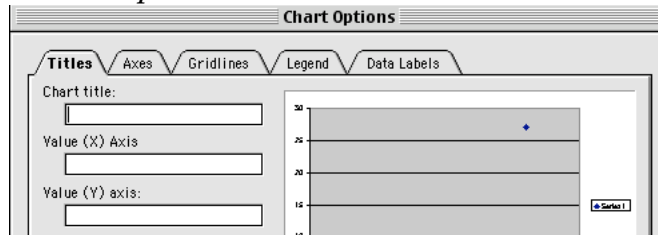
(Use a scatter plot to depict trends, a column or bar chart to show relative quantities, or a pie-chart to show the relative share of a whole.) Release and a graph will appear.



Drag the dark rectangles to resize the plot.  
 With the chart area selected (it should already be selected)...

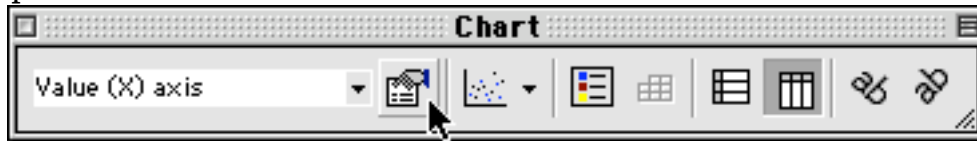


choose menu *Chart/Chart Options*. Click on the Titles tab and label the axes.

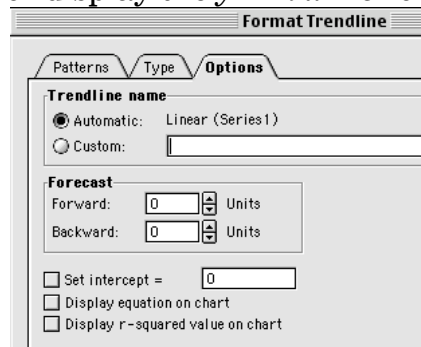


After you click OK, you can drag the labels to reposition them.

To change anything else, double click the item (for example double click on a point to change the point style and size or on an axis to make a log plot) or select the item from the pull down menu in the chart toolbar and then click on the format icon.



Menu *Chart/Add Trendline* will fit a line to the data. Formatting the trendline will let you extrapolate the line or display the  $y = m x + b$  form of the equation.



When the chart area is selected, you can drag the data selected to increase or decrease the data being plotted.

	A	B
1	x	y
2	1	1
3	2	3
4	4	9
5	8	27
6		

To print only the chart, select chart area and then print using menu *File/Print*. (If the chart is not selected both data and chart will be printed. For large amounts of data this may be many pages.) You can also copy and paste an Excel graph into Word.