Tutorial for Plotting Data in Excel

1. Double click the Excel icon.
2. The following sheet should appear on your monitor.

3. Place the cursor in cell A1 and click.
4. Type in your first “X-Value” and hit the return button. The highlighted cell should now be cell A2. If it is not, move your mouse and click on cell A2 so that it is highlighted.
5. Continue entering all of the “X-Values” in column A.
6. Now enter all of the “Y-Values” in column B. Make sure that next to each “X-Value” in column A that the corresponding “Y-Value” goes into column B.
7. Highlight both the “A” & “B” columns of data by clicking and holding down the left mouse button on the top of the “A” column and dragging it to the right over column “B”.

8. Click on the graph icon as shown below. The chart wizard will open.
9. If you want to make a histogram, select “column” under chart type, and for chart sub-type, make the top-left selection as shown below, and skip to step 12.
10. If you want to plot several data points to make a line graph, then on the left side of the chart wizard look under chart type and click on XY (Scatter).

11. Change the chart sub-type to the one in the middle on the left-hand side. If you select the correct chart sub-type, it should say “Scatter with data points connected by smoothed Lines” in the box directly below the different sub-types. Your screen should now look like the picture below.

12. Click the “Next” tab at the bottom. Your screen should appear as it does below.
13. Click the “Next” tab at the bottom again.

14. Give your graph a title and label the x and y axes. Enter the text in the appropriate places as seen below.

15. Click the “Next” tab at the bottom.
16. Select “as object in” if it is not already selected.
17. Click the “Finish” tab at the bottom of the Chart Wizard.

18. Your screen should now look like it does below. Your data points may only take up a small portion of your graph, and your graph may not look how you want it to. Now you can adjust how your graph looks.
19. Formatting your axis can be done two different ways. One way is to move your cursor over the axis that you want to change and right-click on the mouse followed by a left-click on format axis when it appears. The other way is to left-click on the axis in the graph that you want to change so that it is selected, and click on format at the top of the page. A drop-down menu should appear. Click on selected axis.
20. Your screen should appear as it does below. Several tabs appear in the “featured axis” window. You can change any of these by selecting them and changing what you like. For example, click on the scale tab.

![Excel Screen with Scale Tab Selected]

21. Now you can enter your maximum and minimum values for your axis by selecting the appropriate cell and typing the value in. When you are done, click “OK.” You can do the exact same thing for either axis.

![Excel Screen with Value (0) Axis and Format Axis Dialog Box]

![Excel Screen with Value (1) Axis and Format Axis Dialog Box]
Congratulations! You have just made a graph in Excel.