Excel 2007-Tutorial

Tutorial for Plotting Data in Excel

1. Left click start and select Microsoft Office Excel 2007.
2. The following sheet should appear on your screen.

3. Place the cursor in cell A1 and click.
4. Type in your first “X-Value” and hit Enter. 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”. Your data have now been selected.

8. Left click the Insert tab on your menu bar. The various chart types will be provided.

9. If you want to compare pairs of values, then left click the chart name “Scatter”. A drop down of various Scatter graphs will appear. Move your cursor over the various choices and left click “Scatter with Smooth Lines and Markers”.
10. Left click the “Layout” tab on the menu bar. In the “Labels” section, left click “Chart Title”. A drop down menu will appear. Left click “Above Chart”.

11. In the box containing “Chart Title” enter an appropriate title: Quantum Dot Radius Versus Peak Wavelength. Be sure to delete the words “Chart Title” from the chart title box.
12. Left click “Axis Title” and move your cursor over “Primary Horizontal Axis Title”. A drop down menu will appear. Select “Title Below Axis”. In the Axis Title box type the correct label of the “X” axis: Peak Wavelength (nm). Be sure to delete the words “Axis Title” from the axis title box. Left click “Axis Title” and move your cursor over “Primary Vertical Axis Title.” Select “Rotated Title.” In the Axis Title box type the correct label of the “Y” axis: Quantum Dot Radius (nm). Be sure to delete the words “Axis Title” from the axis title box.

13. Your data points may only take up a small portion of your graph. You can adjust the formatting of your graph; this 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.” The other way is to left-click on “Axes” and move your cursor over “Primary Horizontal Axis.” A drop down menu will appear. Select “More Primary Horizontal Axis Options.” Enter appropriate maximum and minimum values in the designated areas. Repeat these procedures to format the vertical axis.