

## How to Create a Graph on Excel

1. Enter data in columns on excel. (do not enter units in the cell)
  - a. To calculate data in a cell use this format:  $\frac{3.8 \times 10^2}{44.8}$   
 $= (3.8e2)/44.8$  c
  - b. When using data from a previous cell to calculate new data:  
 $= (B4)*4.5$
  - c. Hit enter. To duplicate your calculations down a column; click in the cell, using the crosshairs, drag from the bottom right corner down the column.
2. To create a graph; highlight data to plot. Click on toolbar chart wizard and select XY scatter plot. Click on the graph with random dots. Click next.
3. When the clicker is released, your plot should appear.
4. Click next, type in the title and label the axes.
5. Click next and then finish. Plot will now be on a new page, not in a box.
6. Right click on your data points, chose "add trendline".
7. In trendline window, click on linear. Click option-select display equation on option list.
8. Click OK. Equation will appear on the plot. Click on it to edit and add appropriate units.
9. Right click on the gridlines and choose clear.