


## Line & Scatter Graphs – Excel 2010

Note: These instructions are written for Scatter Graphs, but they also apply to *Line Graphs*. (Insert the word *Line* where you see the word *Scatter*.)

1. Open Excel 

2. Set up spreadsheet to receive data:

	A	B	C
1		Water Bath	Candle Wax
2	0	74	75
3	0.5	73	74.15
4	1	72	73.3
5	1.5	71	72.45
6	2	70	71.6
7	2.5	69	70.75
8	3	68	69.9
9	3.5	67	69.05
10	4	66	68.2
11	4.5	65	67.35
12	5	64	66.5
13	5.5	63	65.65
14	6	62	64.8
15	6.5	61	63.95

Names of series you are plotting.

\* 1<sup>st</sup> column will contain your values for the X axis.  
You do not need to label it at this time.

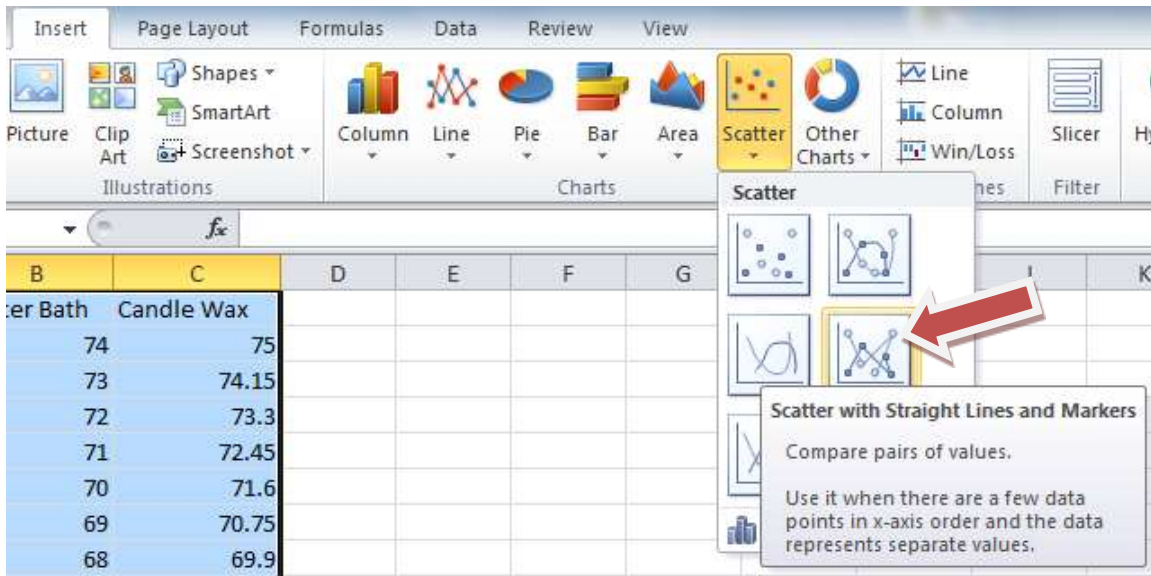
In this example measurements are in minutes, with a reading taken every 30 seconds.

Note: To format cells to display numbers a specific way, right-click a cell or column and choose Format Cells.

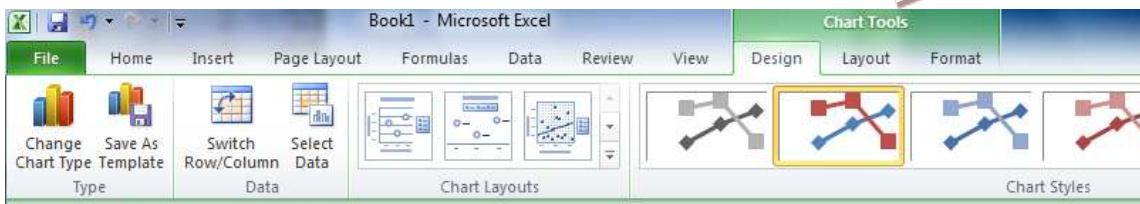
3. Click in cell A1 and click & drag to highlight all the cells that contain your data.

	A	B	C
1		Water Bath	Candle Wax
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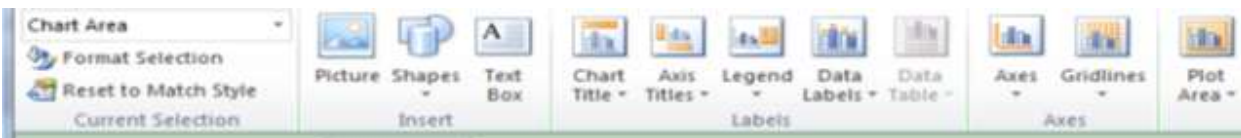
4. On the Insert tab, click the **Scatter** button and select the Scatter with **Straight Lines and Markers**.



5. With the chart selected, you will see new tabs for the Chart Tools. Select the **Layout** tab.



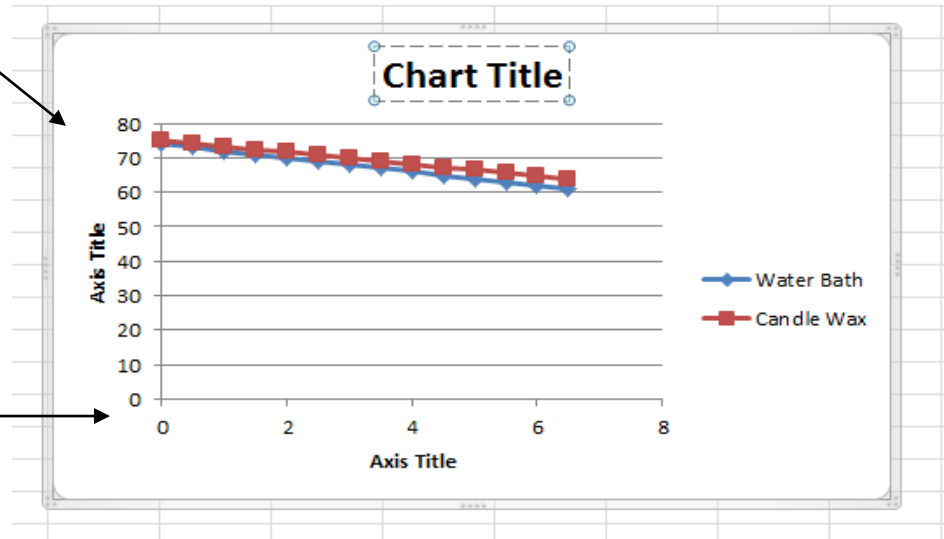
6. Put in a **Chart Title** and an **Axis Title**.



7. Next click the text in the title placeholder and select and delete it. Type in your own title.

Reminder: the Vertical Axis is the Y-axis.

Horizontal Axis is the X-axis.



Notes:

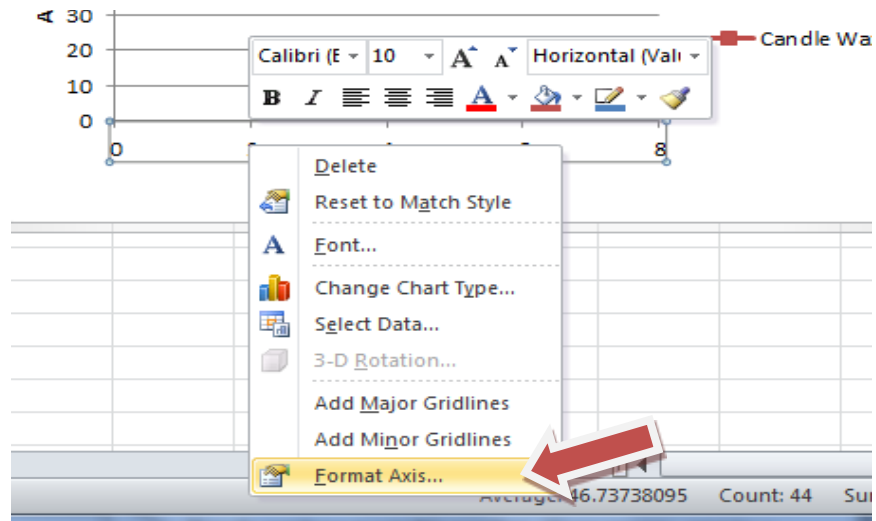
Click on title text to change its formatting (bold, color, etc.).

If you need a subscript or superscript highlight the text, right click it, and select Font.

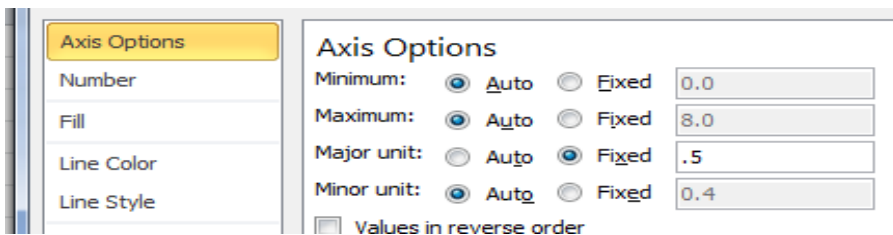
To insert a Symbol, such as the Celsius mark, click the Insert tab and choose Symbol.



- 8. Format Axis -- Right click on the numbers of the X-axis select **Format Axis**.

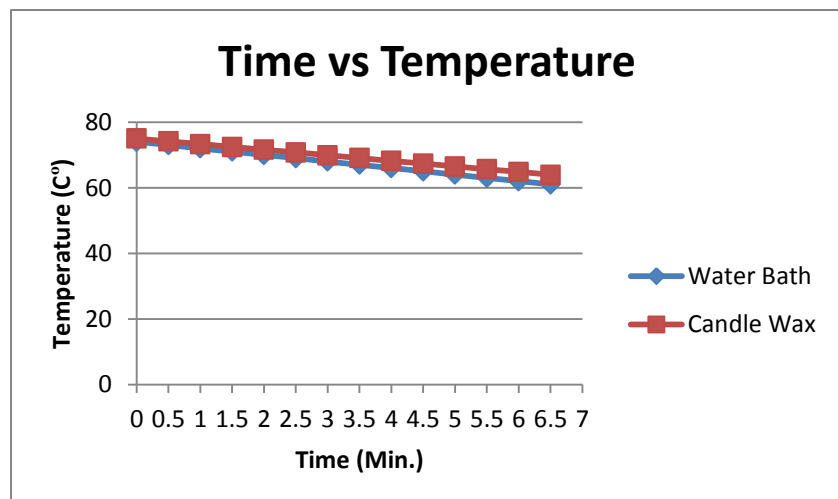


- 9. You can select your options, or accept the Excel defaults.



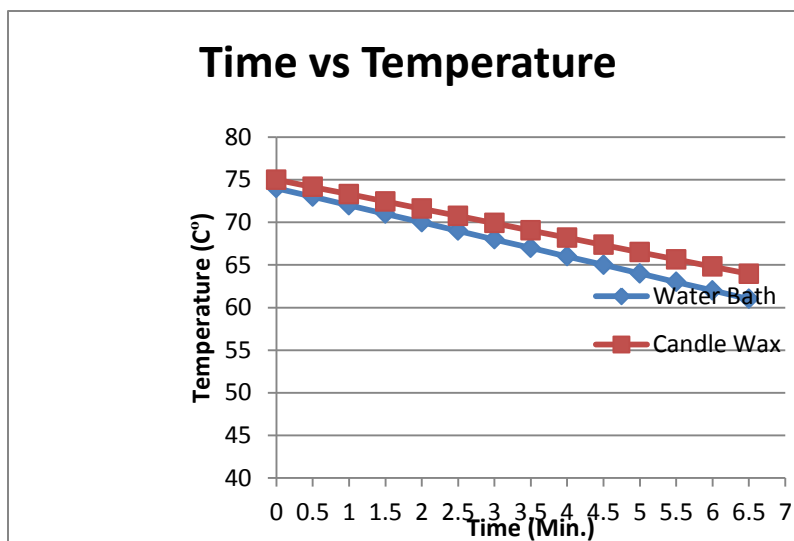
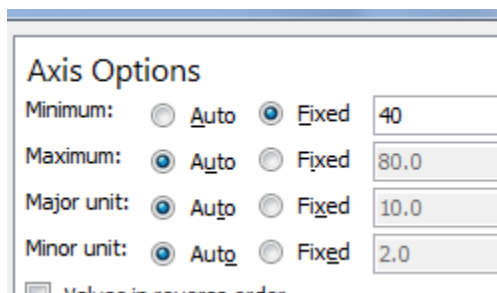
In this example the major unit was set to increase by .5.

The major units are the numbers you will see on the axis.



10. To Format the Y-axis, right click on the numbers on the axis and select **Format Axis**.

Since there were no values below 40, the Y-axis minimum was set to 40.



11. It is a good idea to SAVE before printing.