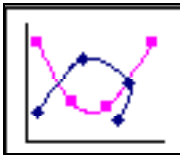


## Graphing using a spreadsheet (Microsoft Excel)

### Step-by-step instruction for graphing the data

*(put a check mark in the circle once you have completed that step)*

- ( ) **Step 1.** Highlight with your mouse the first 2 columns of data
  - Click in the cell on the top right and drag down to the last cell on the left
- ( ) **Step 2.** Click on the "Insert" button on top of the button bar
- ( ) **Step 3.** Slide down with your mouse to "Chart..."
  - The chart wizard will now open and will guide you along
- ( ) **Step 4.** Choose "XY (Scatter)"
  - This will make a graph of dots for us
- ( ) **Step 5.** Now in the Chart Sub-type: window, click on the graph that looks like the one below  

  - This will tell the computer to connect the dots on the graph
- ( ) **Step 6.** Click "Next >"
  - Because our data is already in the columns, just click "Next >" again
- ( ) **Step 7.** A new window will open and it is in this window where you insert you title for the graph and the titles for both the x and y axes
  - Remember how to correctly label the axes
  - When you are done click "Next >"
- ( ) **Step 8.** In this new window, click the button beside where it says "As a new sheet:"
  - If you want to rename this new sheet now is your chance
- ( ) **Step 9.** Your graph will now open as a big new window.
- ( ) **Step 10.** Click on "File" and slide down to "Print..."
- ( ) **Step 11.** Double check to make sure the setting are correct
- ( ) **Step 12.** Click "OK" and your graph will print
  - It will be easier for you to use the print out of your graph to answer the questions on the worksheet