

Figure 1: Open a blank workbook

- When the page opens, click on the blank workbook selection as indicated below.

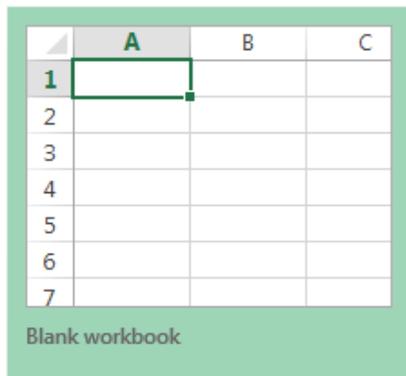


Figure 1

Figure 2: A brief introduction to graphing with Excel 2013

- **View:** Workbook Views, Show, Zoom, Window, Macros
- Depending on your task, your necessities will be laid out as follows:

File: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, Options

Home: Clipboard, Font, Alignment, Number, Styles, Cells, Editing

Insert: Tables, Illustrations, Apps, Charts, Reports, Sparklines, Filters, Links, Text, Symbols

Page Layouts: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Formulas: Function Library, Defined Names, Formula Auditing, Calculation

Data: Get External Data, Connections, Sort & Filter, Data Tools, Outline

Review: Proofing, Language, Comments, Changes

View: Workbook Views, Show, Zoom, Window, Macros

Quickbooks: Update Report, Quickbooks

Team: Work Items, Tree, Reports, Help

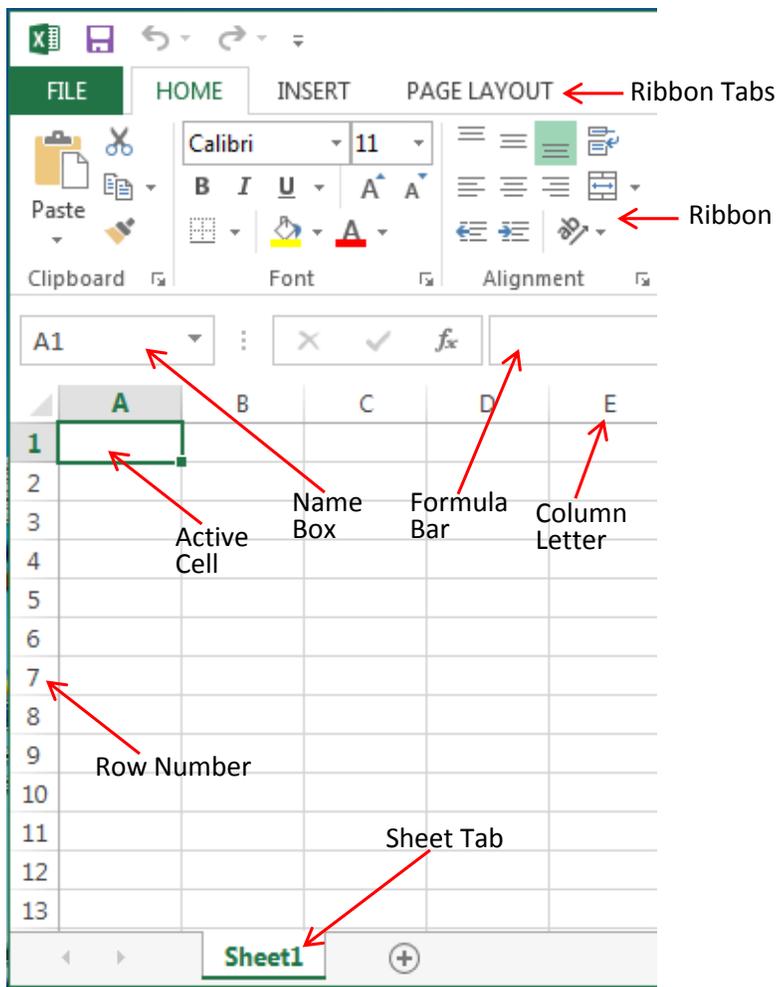


Figure 2

Figure 3: Data Entry

- When generating a scatter plot, Excel will plot the data in column A on the x-axis and the data in column B on the y-axis. In cell A1, label the column and then start entering data in cell A2. In cell B1, label the column and

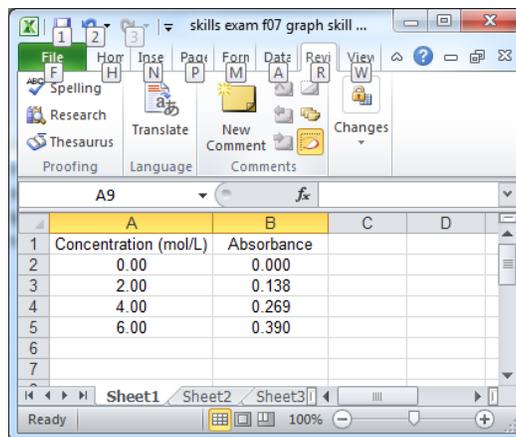


Figure 3

Figure 4: Formatting Cells for Significant Figures:

- To set the cells to the correct number of significant figures, right click on the letter of the column that you want to change your sig-figs. Scroll down and click on the format cells option. Then, select the number option. Change the significant figures by changing the number of decimal places. Upon completion, click ok.

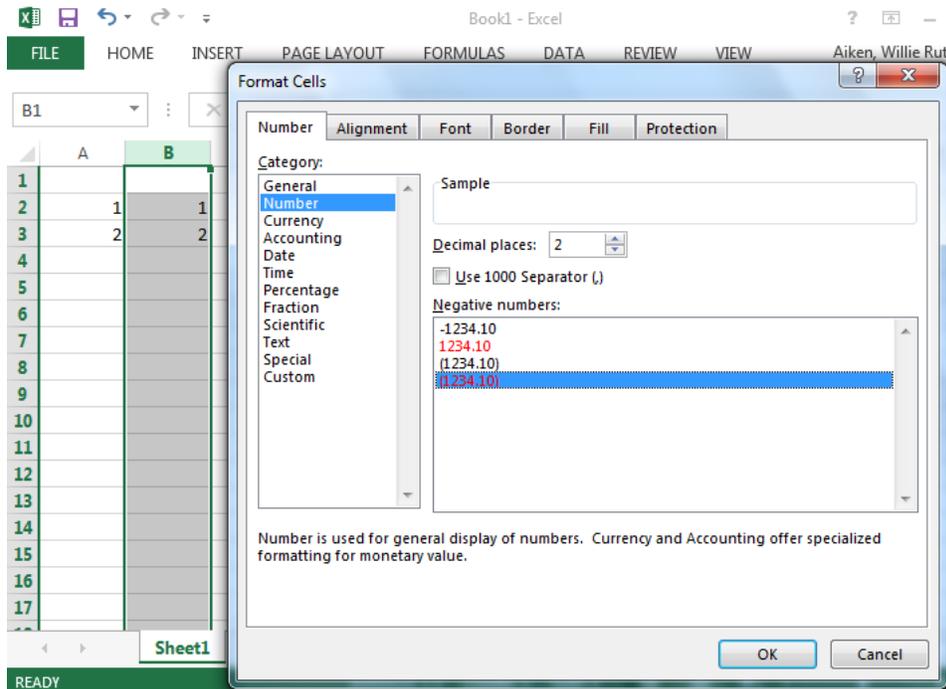


Figure 4

Figure 5: Preparing to Graph Data

- To graph data, put your x-coordinates in the left-hand column and your y-coordinates in the right-hand column as if you were typing a coordinate pair (x, y). After filling in your data, highlight the data that you want to appear in the graph by selecting the upper left hand corner of the first cell to be graphed. Left click and drag right and down until all cells to be graphed are highlighted. Release the left mouse button.

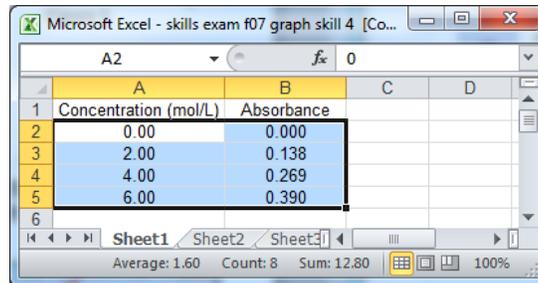


Figure 5

Figure 6a and 6b: Selecting graph

- Click on the insert tab in the ribbon section and view the chart options. Click on the scatter icon under the chart section. Then, scroll down and click on more scatter charts. Under the all charts tab, select scatter with markers only. Then click on ok.

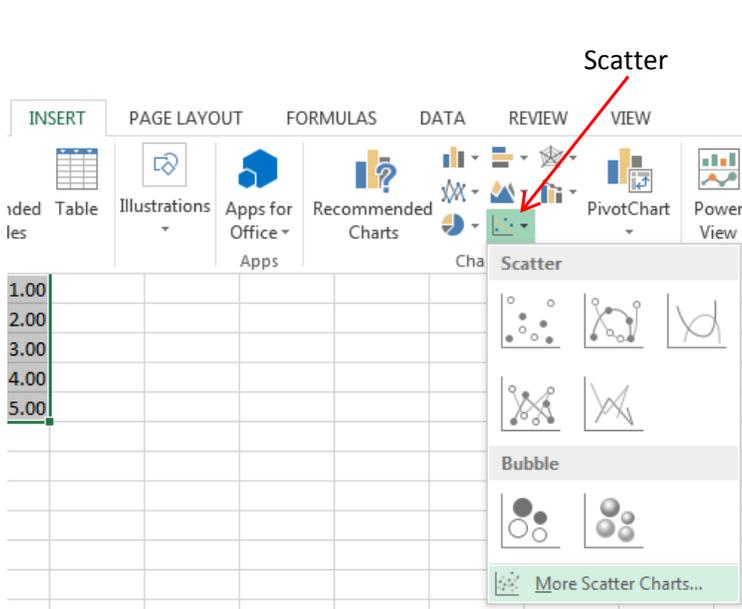


Figure 6a

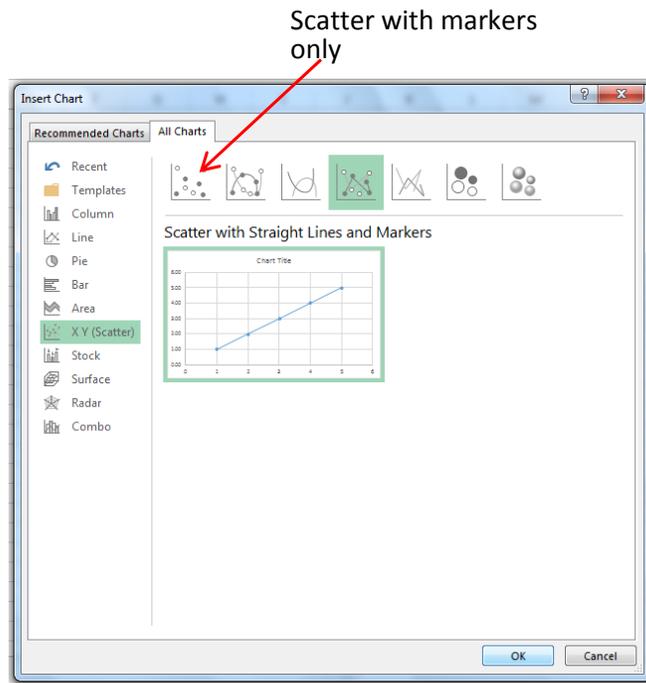


Figure 6b

Figure 7a and 7b: Adding axis titles, legend, trendline, and an equation

- If chart is not activated, click on it. Then, click on the plus sign beside chart. Under the chart elements, select axis titles and legend. Go to the bottom and click on the arrow beside the trendline option. Scroll down and select more options.

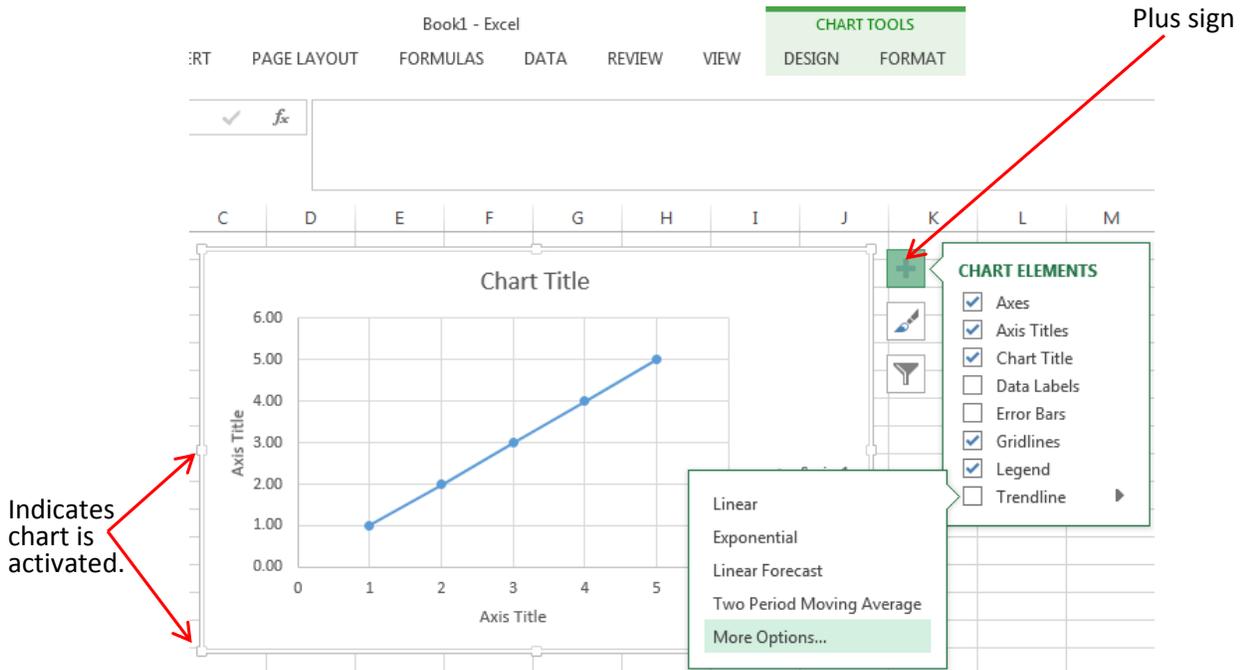


Figure 7a

- Under trendline options, select linear and display equation on chart. Close the format trendline box.

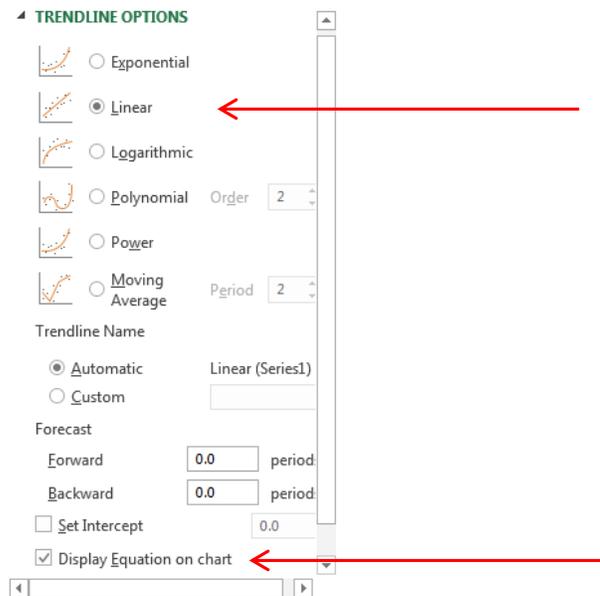


Figure 7b

Figure 8: Changing titles

- Click on title and type in chart title. Repeat the process for the “x” axis title at the bottom of the chart and for the “y” axis title along the side.

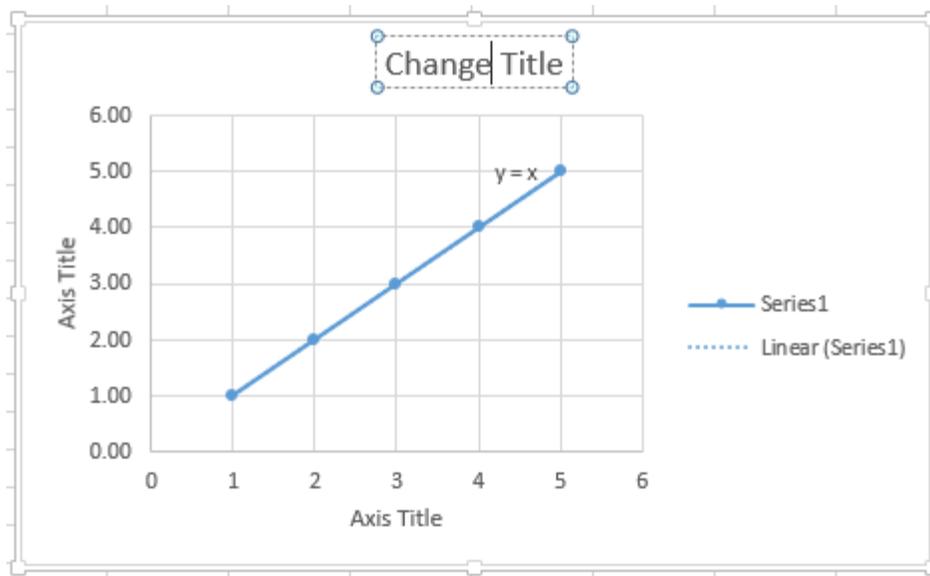


Figure 8c

Figure 9a and 9b: Printing Your Graph

- Activate the chart if necessary. Then select the file tab and the print tab.

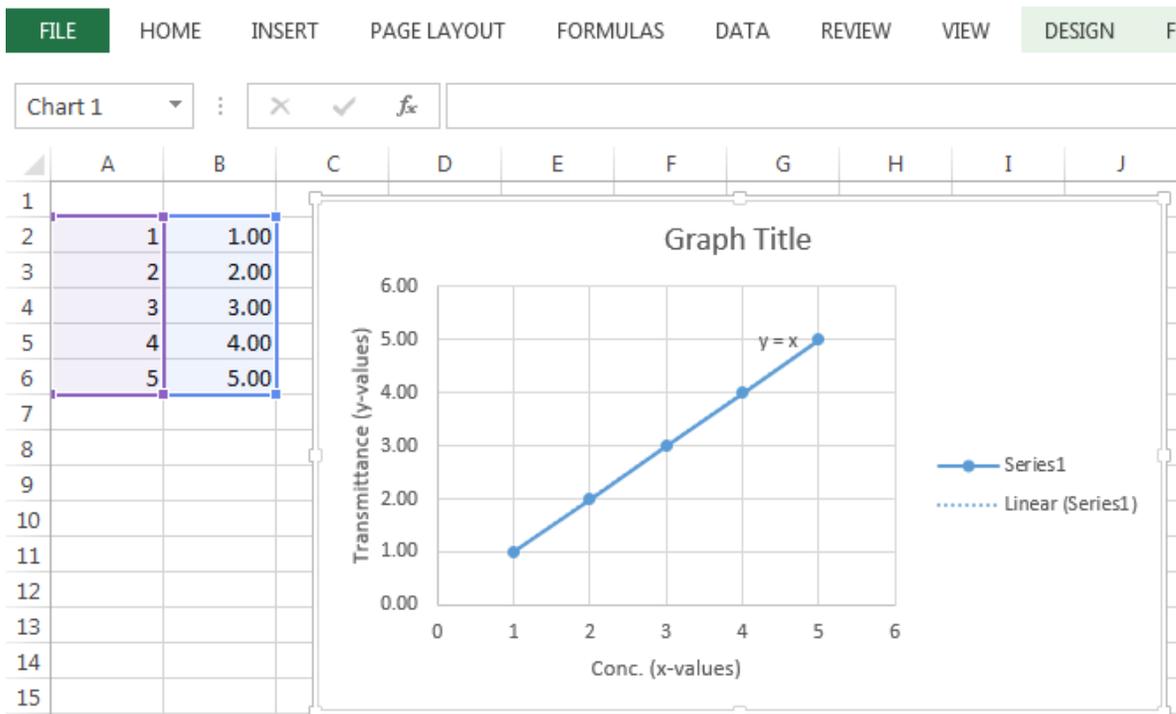


Figure 9a

- Make sure that “Print Selected Chart” is indicated under settings. Click on print button.

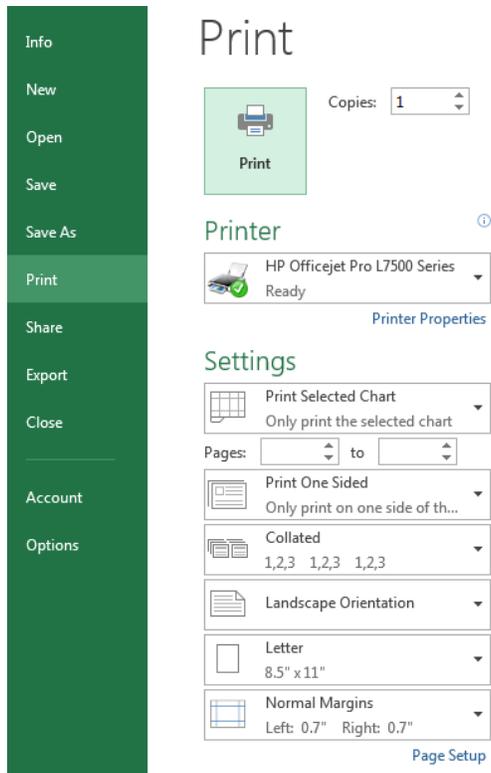


Figure 9b