Using Excel for E 45 Reports

Part II:

Preparing Graphs I:

1. Open Excel

2. Enter your data pairs in columns making sure that each row contains a pair, and that the number of rows in each column is the same.

3. Use the “Chart Wizard” to create your graph. Begin by clicking on the “Chart Wizard” icon on the toolbar or by clicking on the “Insert” tab and selecting “Chart”
4. Select the “x-y scatter” option.

5. Click the “Next>” button. On the page that appears click on the “Series” tab, and then on the “Add” button.
6. Add a title for your data series in the space labeled *Name*. Click on the blue and red button to the right of the space labeled X values.

7. Your data sheet will appear with a box ready for you to select the values you want to be plotted on the abscissa (x axis). The list will appear in the space in the data box. Click on the red and white box at the right of the data list.
8. Repeat the process with for the Y values by clicking on the red and blue box to the right of the Y values box. You can add more data series by pushing Add.

9. After you have entered all the data a small version of your plot will appear. Push the Next> button to complete your plot.
10. At this point you can make your plot more readable and usable by using the Titles, Axes, Gridlines, Legends, and Data Labels options. Push the Next button.

11. You can choose to have your plot as part of the work sheet or as a new page. For your report you should choose to have your plot be a new sheet. Push Finish.
12. Your plot will now appear as a full page.

13. If you want to know the value of any data point, put the arrow on that point and the data point will appear on the screen.
14. A very useful tool is a trendline which will provide the slope of the curve. To add a trendline right click on one of the data points and a menu box will appear. Choose Add Trendline.

15. Select the linear option of the Trend/Regression type.
16. Select the *Options* tab and pick any option you like. A very useful one is *Display equation on chart*. Push the *OK* button.

17. Your basic chart with a ‘best fit’ slope is now done. The equation of the line is presented on the chart.