Making Graphs In Microsoft Excel 2013:

A Short Tutorial

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January 11, 2014

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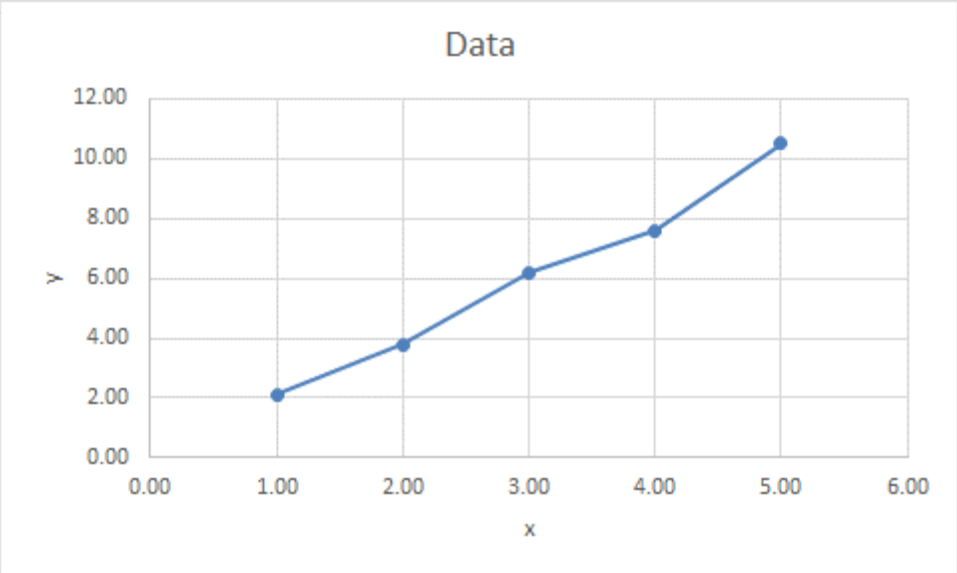
Chapter I: The Basics

In this Chapter, you will learn how to turn this list of numbers:

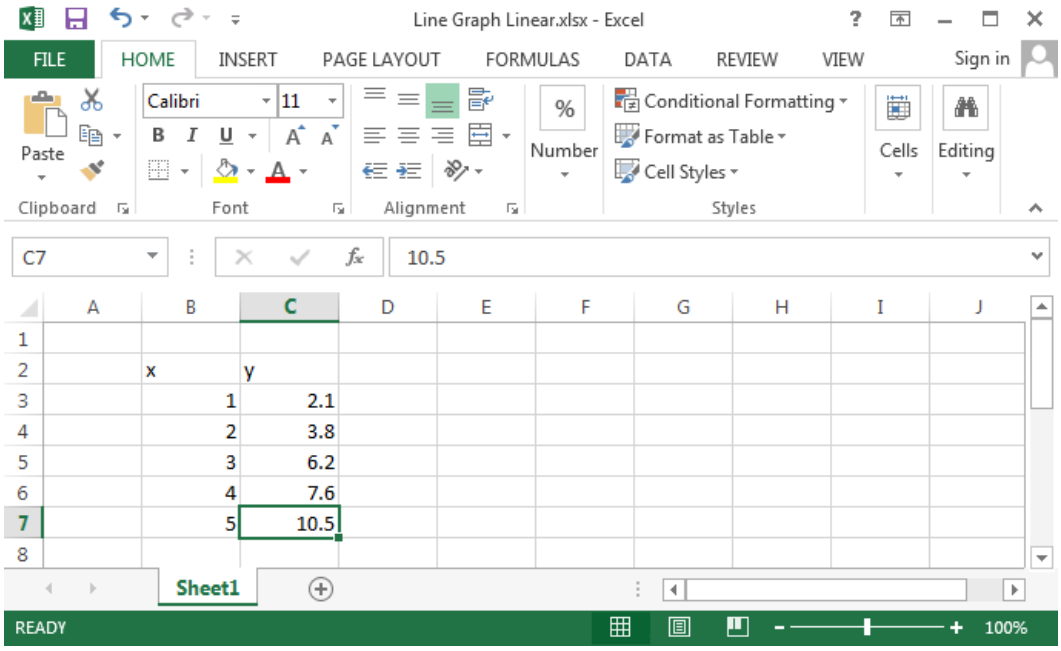
x	y
1.00	2.10
2.00	3.80
3.00	6.20
4.00	7.60
5.00	10.50

into this graph:



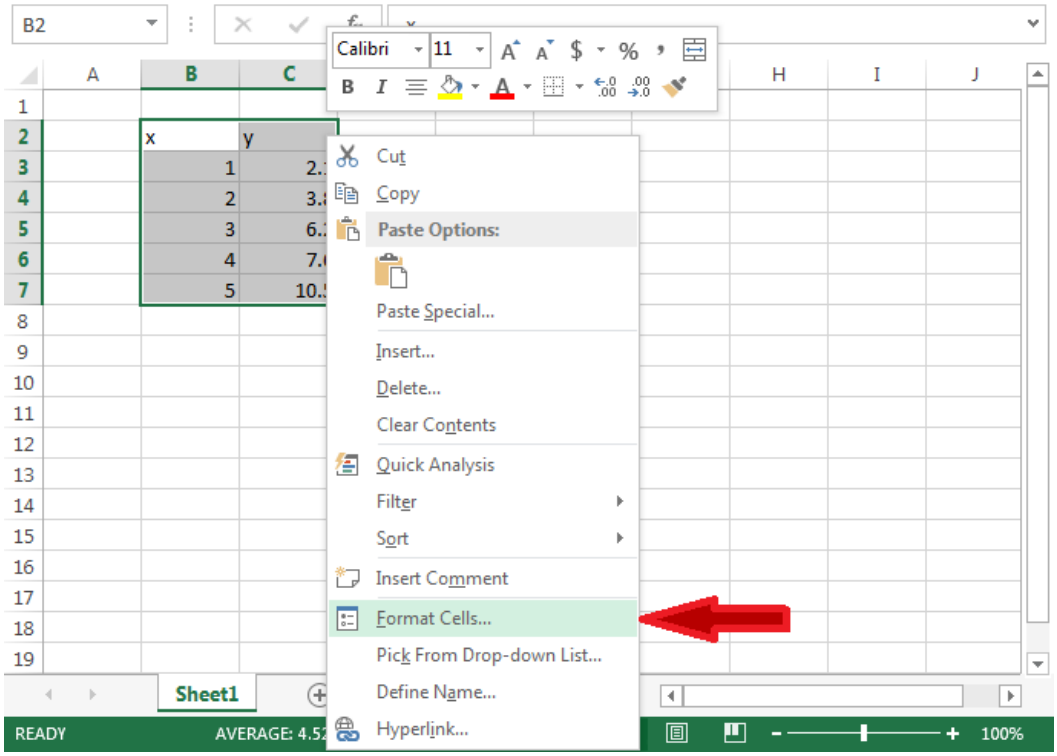
Entering Data

1) Open a New Blank Workbook in Excel, and enter the data into the workbook:

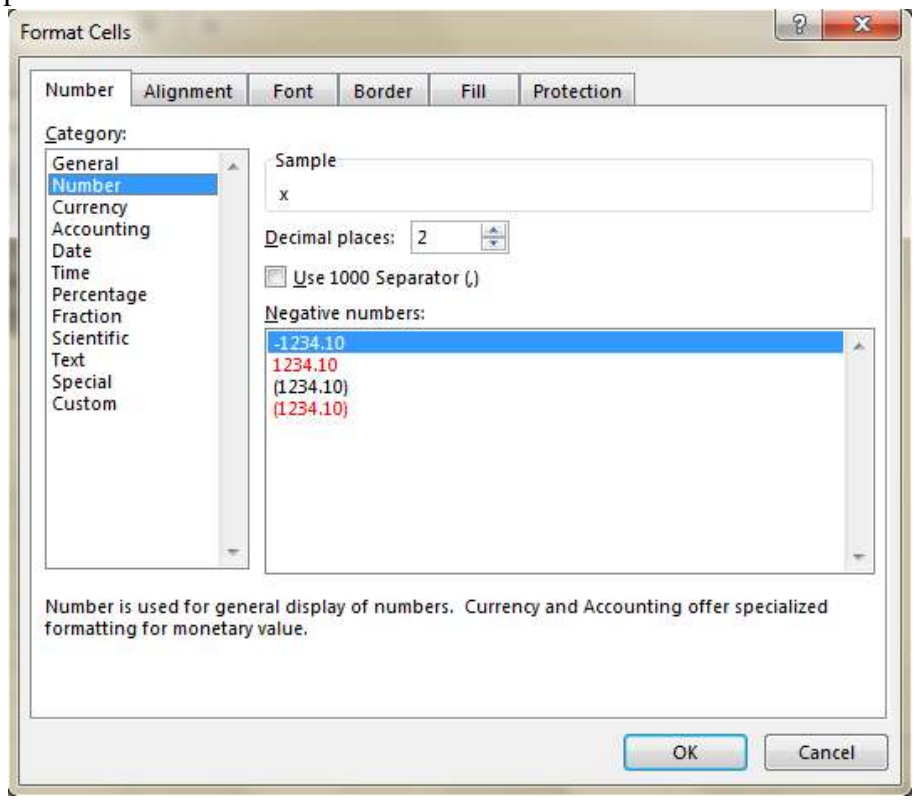


Note that the x-values do not show the correct decimal places; even if you explicitly type "1.0" into a cell, it will still display "1." To fix this, go to the next step:

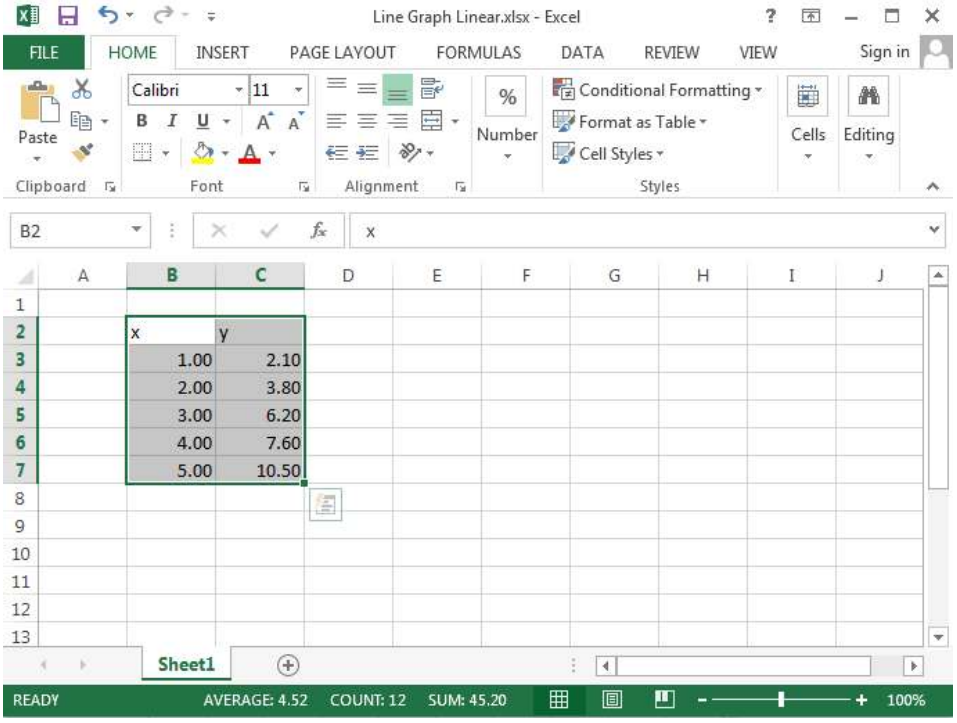
2) Select the data, and right-click on the selected data (ctrl-click for Mac). A menu will open; click on the "*Format Cells*" option:



3) The following box will open. Under the Category menu, select "*Number*" and set the number of decimal places to 2:

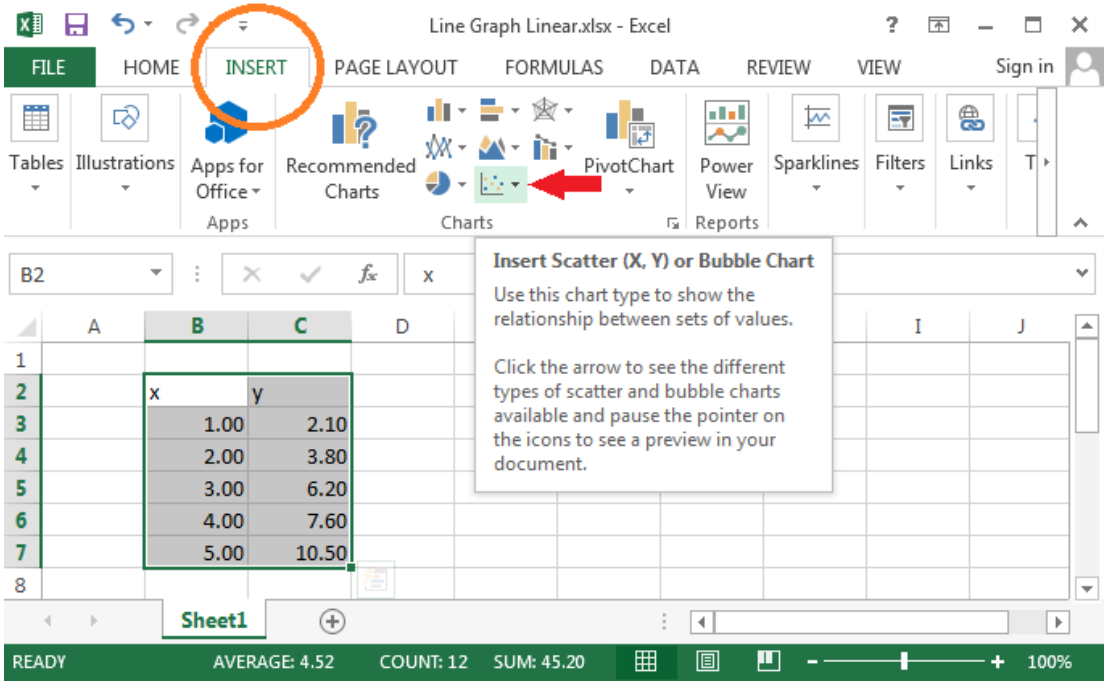


After clicking *OK*, the data should look like this:

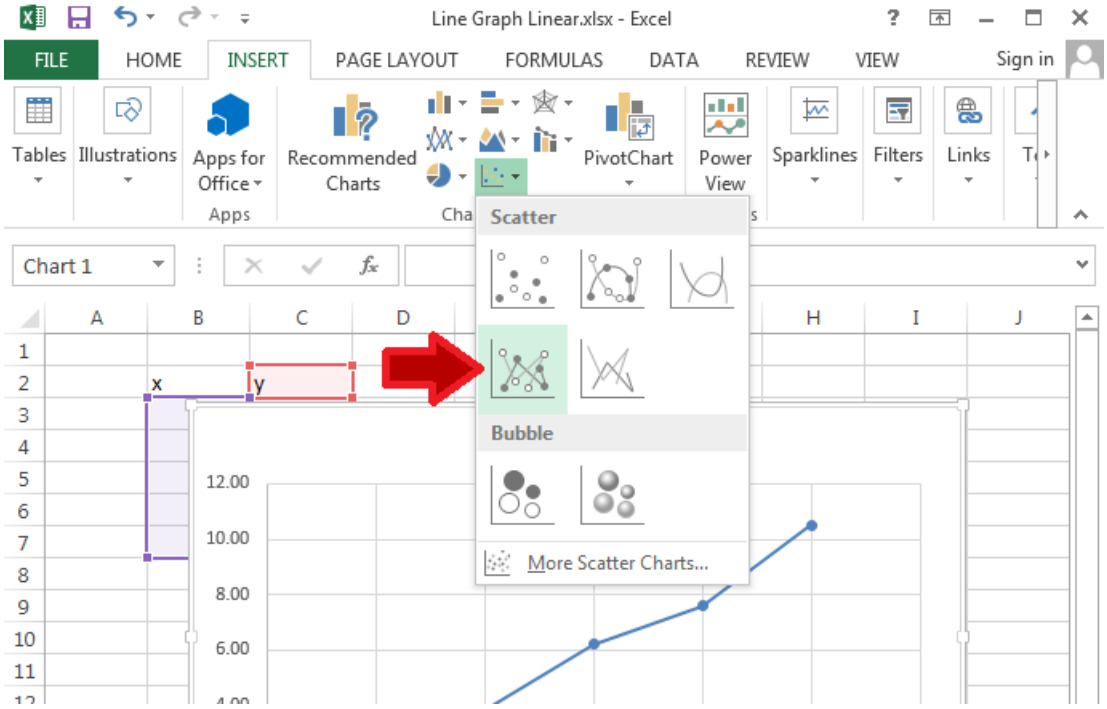


B. Graphing Data

4) To make a graph, click on the "*INSERT*" tab at the top of the window (indicated by the orange circle). Then select the data and click on the "*Insert Scatter (X,Y) or Bubble Chart*" option (indicated by the red arrow):



5) The following menu will open. Click on the highlighted option to make a graph (this makes a graph where the data points are connected by lines).



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