

## How to Create a Chart in Excel in Seven Steps

### Step 1

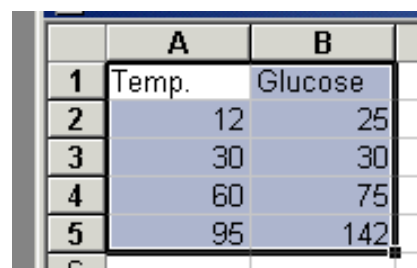
Open Excel and enter your data in a simple spreadsheet like the one in the example.

Note that you must enter words as well as numbers so that Excel can format a chart.

Temp.	Glucose
12	25
30	30
60	75
95	142

### Step 2

Using the left mouse button, highlight all the information in the spreadsheet, as shown in the example.



	A	B
1	Temp.	Glucose
2	12	25
3	30	30
4	60	75
5	95	142

### Step 3

Locate the chart wizard button on the standard toolbar. It will look like the example to the right. Click on it to start the wizard.



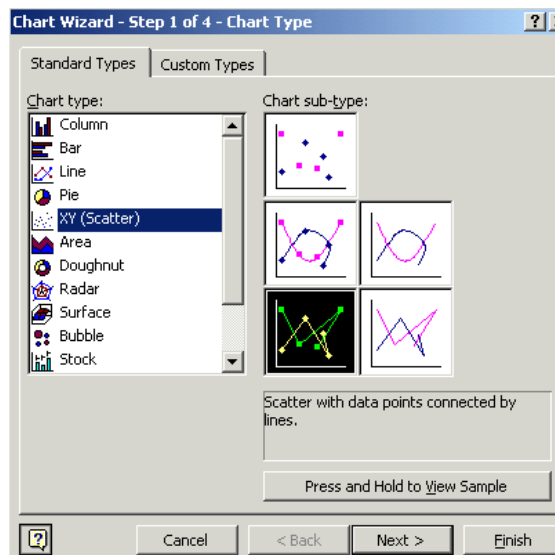
#### Step 4

When you start the chart wizard, you will see a screen that looks like one shown here.

Note that there are a number of different types of charts. Each chart is useful for creating different types of graphical representations of data.

For example, a pie chart is suitable for showing how the parts of something relate to the whole.

A scatter chart expresses how points of data vary along an X-Y axis.

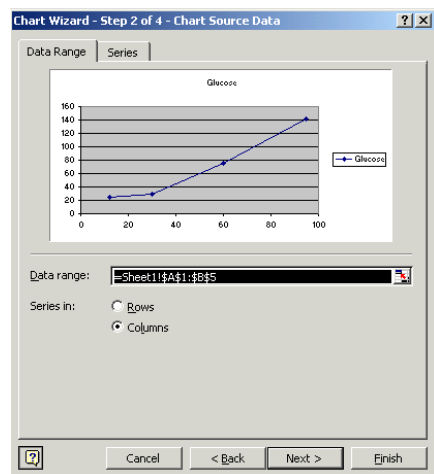


#### Step 5

In this example, you will create a scatter-plot chart.

After you have selected the scatter-plot, click the "Next" button. This takes you to the second step of the chart wizard.

Here you will verify whether the data in the chart are in rows or columns. Click the radio button for columns since the numbers you are charting are in columns, then click "Next."

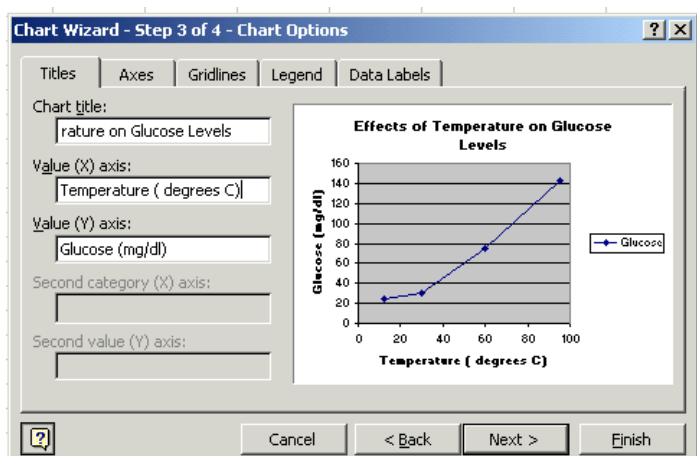


#### Step 6

In the third step of the chart wizard, type in the name of the chart and the values of the X and Y axes, as shown in the example.

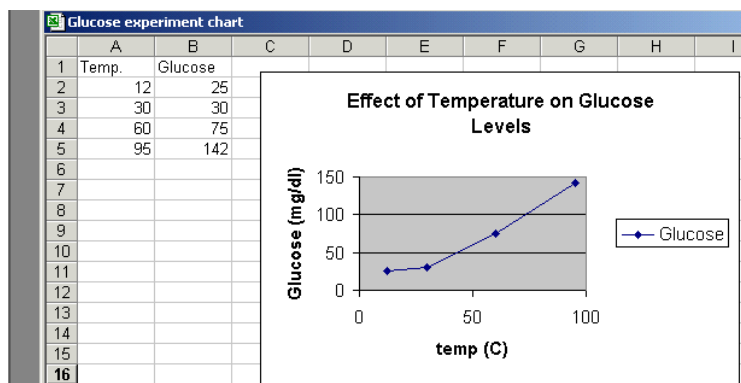
Note that you must indicate units of measurement such as milligrams per deciliter (mg/dl) and temperature in degrees Celsius.

Click "Next" and then "Finish" to place your finished chart on the same sheet with your original data.



## Step 7

When you have finished all the steps in the chart wizard, the final result will look something like the example on the right.



For further questions about charts in Microsoft programs, see the handout on how to use Microsoft Help. If you still have trouble, ask a lab monitor.