

## Making a Line Graph in Microsoft® Excel

**Note:** You can use computer software to make a line graph for the Test It! on page 66; however, you will not be able to answer question 9 using a graph made from this software. To answer question 9, you need to hand-draw the graph as outlined in the student resource on page 68 or on **BLM 3-7 Making a Line Graph**.

To make a line graph using Microsoft Excel™ follow these steps.

1. Start the Excel spreadsheet by pressing the *Start* button.
2. Find Microsoft Excel. Try *Programs*.
3. Click on the *Excel* icon. The spreadsheet will open for you.
4. Enter data in the individual cells: Temperatures in degrees C in A column, Time in seconds in B column.
5. Use the left mouse key to highlight data.
6. Click the *chart wizard*. (The icon on the tool bar showing a bar graph.)
7. Click on *line*.
8. Choose the type of line graph you wish and click on that type of graph.
9. Click the *Next* button.
10. Type: a Chart title, a Category for the x-axis, a Value for the y-axis.
11. Click the *Next* button.
12. Choose *As new sheet*.
13. Click *Finish*.
14. Save the file.
15. If your teacher agrees, print the file.