The purpose of this activity is to teach you how to use data from a Microsoft Excel spreadsheet to make generate a graph. Don’t just blindly follow the directions-use this activity to actually *learn*howto use Microsoft Excel. You may very well be required to use it in the future and since it’s something you’re responsible for, it *is* fair game for a quiz and/or test.

1. Open Microsoft Excel and enter the data you were provided. Remember to label your columns and rows.
2. Highlight all used cells.
3. Click on the “Insert” tab at the top of the Excel window and click the macro of the appropriate type of graph for your data.
4. Right-click in the blank space to the right of your graph and left-click “Move chart”.
5. Left-click on the “New sheet” radio button and then click the “Ok” button.

Hopefully, you have already noticed there are a couple of *very* important aspects missing from your graph. To prevent you from getting a zero on this portion of the assignment, make sure you complete the following step:

1. Left-click on the “Layout” tab at the top of the screen. Then, click on the “Axis Titles” macro and label both axes and be sure to include units.
2. Click on the “Chart Title” macro at the top of the screen and give you graph a good title. Remember, no “Cutsie” titles that tell me little to nothing about your graph.

This should be enough to produce a decent graph. Now, try tinkering with some of the other settings. You can do some pretty neat stuff with Excel like change the color scheme of your graph, give your graph a custom background, try different kinds of graphs and even make it 3 dimensional! Remember, the skill to use Microsoft Excel is a very important one for this and future science classes so the more you learn about it now, the better off you’ll be in future science classes-so take advantage of your time to tinker!

1. Using some data you make up off the top of your own head, create another graph (this time a bar graph) using skills you learned from the steps above and remember, if you have *any* questions, don’t hesitate to ask!