How to make a Graph with Excel

Note: All images were taken on MacOS. The process is similar on Windows, but some images might look slightly different.

1) First type your data in two separate columns.

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2) Now Click **Insert** and select the type of graph you want; most likely you need the **XY**-**Scatter Plot** which is circled in Red

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3) At this point excel might automatically find your data, if not, to continue: Click **Chart Design** and then **Select Data**



4) Now click these buttons to select the data, firstly for the X Values, and then repeat this step and step 5 for the Y values.

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- 5) Now Click at the top of your X Values and drag down all the way to the end of your X Values. Once you are satisfied press the **Enter or Return** key on your keyboard to return to previous page.
- 6) Now repeat the same process from step 4 and 5 but this time clicking the button beside the Y value.

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7) Now click **Ok.** You should now see your graph with correct data.

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Change Title

1) To change the title of your chart, click on the chart title, and then click again.

Line of Best Fit

1) To add a line of best fit, click Add Chart Element, then Trendline, and then Linear



2) In order to display the equation on the graph, **Right click** on your **line**, click **Format Trendline**, then **Display Equation on Chart**



<u>Print</u>

1) First Right click on at the top of your graph, click Move Chart, Click New Sheet, then click OK



2) Now a new tab will open up in the bottom left. Click on it, then press the **Command-P** keys on your keyboard simultaneously (**Control–P** if on Windows).



Tutorial by Shahan Neda (<u>shahan.ca</u>)