


# Creating a Chart

## 1. Enter your data

When you first open Excel, a grid will appear (called book 1).

- To enter column heading just place cursor in first cell, click and type
- Use the tab button to move to the next cell on the right.
- Use the return button to move down the columns (or use arrow keys to move between cells)
- Or, you can always click in a cell to enter data in it
- To completely change the text in a cell simply click in the cell and start writing
- To change a part of the text in a cell, click in the cell then click in the area on the edit line, make changes as you would in a regular text document
- **To resize a column**
  - Hold your cursor over the dividing lines between cells on the top, blue row. You will see that the cursor changes from the regular white cross to this  When it changes, click and drag the sides of the cell in either direction

## 2. Make the graph

- Highlight (click and drag) the data to be graphed
- Click on the Chart Wizard icon
  - Step One: Chart type
    - Choose line graph,
    - Choose the default setting (line with markers displayed at each data value)
    - Click Next
  - Step Two: Chart Source Data
    - Don't change anything
    - Click next
  - Step Three: Chart Options
    - Chart title: Type in Temperature and Humidity for (city), (state)
    - Category (X) axis: Type Date
    - Category (Y) axis: Type Temperature and Humidity
    - Click next
  - Step Four: Chart Location
    - Select as a new sheet (click in the circle to select)
    - Click Finish
  - You should now see your graph
  - To go back to your spreadsheet, click on the Sheet 1 tab