

Excel - basic graphing



Introduction

This HOWTO covers creating simple graphs in Microsoft Excel.

A screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, and Data. The toolbar shows various icons for file operations and editing. The active cell is D3, containing the formula $=AVERAGE(B3:C3)$. The spreadsheet data is as follows:

	A	B	C	D
1	Student	Quiz 1	Quiz 2	Average
2				
3	Dylan, B.	100	98	99
4	Garcia, J.	70	70	70
5	Young, N.	20	0	10
6	Zappa, F.	89	78	83.5
7				
8	Averages:	69.75	61.5	65.625

Considering the following spreadsheet, creating a graph is easy.

1) Select the cells you wish to graph.

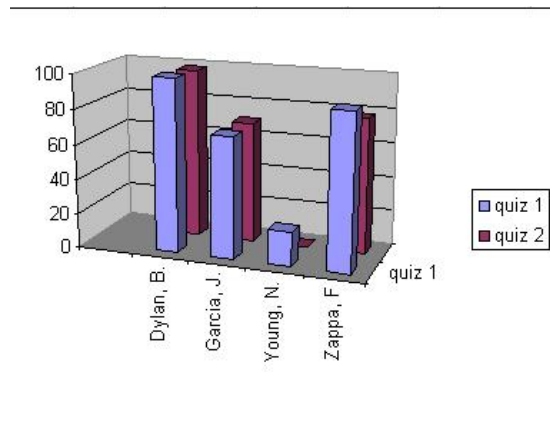
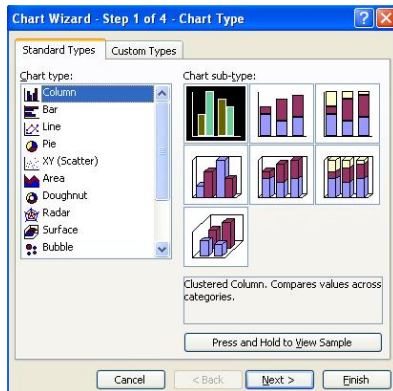
A screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, and Data. The toolbar shows various icons for file operations and editing. The active cell is A3, containing the text "Dylan, B.". The spreadsheet data is the same as in the previous screenshot, but the cells for Dylan, B. (rows 3 and 4, columns B and C) are highlighted in blue, indicating they are selected.

	A	B	C	D
1	Student	quiz 1	quiz 2	Average
2				
3	Dylan, B.	100	98	99
4	Garcia, J.	70	70	70
5	Young, N.	20	0	10
6	Zappa, F.	89	78	83.5
7				
8	Average	69.75	61.5	65.625

2) Click the **Chart Wizard** icon

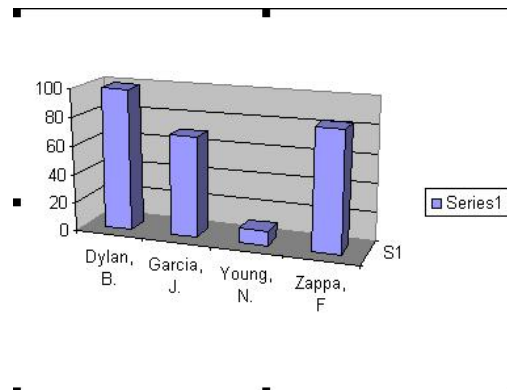


3) Note the chart wizard. Choose the best graph for your needs and enjoy your chart!



4) If you want to grab data from separate columns, use the control key, and click the cells you want. Here's how we might grab the student names and final averages:

	A	B	C	D
1	Student	quiz 1	quiz 2	Average
2				
3	Dylan, B.	100	98	99
4	Garcia, J.	70	70	70
5	Young, N.	20	0	10
6	Zappa, F.	89	78	83.5
7				
8	Average	69.75	61.5	65.625



5) Charts can be copied and pasted into Word documents. Charts also dynamically change. If you change the data on your spreadsheet, the chart will change as well.