

The directions for making the graphs using Excel (version 2007) on a PC are as follows:

- a. Highlight the data you wish to graph. Include the column headings as you highlight.
- b. Under **Insert** in the toolbar go to **Charts**.
- c. Choose '**Scatter**,' then select the icon **subtype** "Scatter with only Markers."
- d. Data range should be fine, but check to see if things are making sense.
- e. To label chart title, x-axis and y-axis, go to Chart Layouts and click "Layout 1." Now you can insert the titles by clicking in the area that you want to insert and typing the title.
- f. You may alter the scale on the axes by double-clicking on them once the graph is complete, then right click and select the 'format axis' tab. To insert your own values choose 'fixed' next to 'Minimum' and enter a value in the tab next to it and choose 'fixed' for 'Maximum' and enter a value in the tab next to it.

The directions for making the graphs using Excel (version 2008) on a Mac are as follows:

- a. Highlight the data you wish to graph. Include the column headings.
- b. Under **Insert** in the toolbar, select **Chart**.
- c. A horizontal ribbon appears under the main toolbar. At the top of this ribbon are 12 small ovals with the main graph types (bar, bubble, column, scatter, etc). Select "XY Scatter," all the way to the right.
- d. Subtype choices appear: choose "Straight Lined Scatter," which is also the right-most choice.
- e. The graph is produced as you soon as graph subtype has been selected.
- f. To edit things like the title, use the right-hand sidebar, called the "Formatting Palette." Inside this palette are the "Chart Options." The chart title, x-axis, and y-axis labels all appear in one drop down menu near the top of the Chart Options section, under the label "Titles".
- g. You can choose to either embed your graph in the current sheet or to place it in a separate sheet. You have to click on the chart and then press control and click at the same time. Now select "Move Chart." A dialog box appears asking if you want it inside an existing sheet or if you want the chart to occupy a new sheet all by itself.
- h. You may alter the scale on the axes by double-clicking on them once the graph is complete. Select the 'scale' tab and insert your own values.