

Tips for Graphing in Excel 2007

How to Make a Scatterplot:

- Highlight the data that you want graphed.
- Click on the Insert tab in the toolbar at the top of the screen.
- Select Scatter and the Scatter with only Markers sub-type (the first option) if you do not want lines connecting the points or the Scatter with Straight Lines and Markers sub-type (the fourth option) if you do want lines connecting the points.
- This will create a basic scatterplot of your data. For most cases, you will need to adjust and format the chart.
- Give your graph a title and label the axes, if necessary, by selecting Chart Title or Axis Titles under the Layout tab.
- Make sure you have a legend if your graph needs it. Do this by clicking on Legend under the Layout tab.
- To add a trendline to your graph, click on the Layout tab, then on Trendline. Choose More Trendline Options. A Format Trendline box will open.
- Select Linear and check Display Equation on chart and Display R-squared value on chart. Click Close.

*Note: You can change the scale of the axes in your graphs. To do this, choose 'Axes' from the Layout tab and select the axis that you want to change. Choose More Options and a Format Axis box will pop up. From there, you can change the minimum and maximum scale values or the major and minor units (where the gridlines are) on the x - or y -axis.

**Note: Keep in mind that if you will be printing this graph in black and white, you will need to change the color of your points and lines to distinguish them if you have more than one series. To do this, click on one of the points. Under the Design tab, you should see several options for colors. You can choose one of these, or for more options, right click on one of the points and choose Format Data Series. Under Marker Fill, select Solid fill and choose the color you want from the dropdown menu. Repeat for each series.