**Creating a Graph Using Microsoft Excel**

1. Open Microsoft Excel
2. Enter x-axis data in column A.
3. Enter y-axis data in column B.
4. Highlight this data by clicking and holding in cell A1 and dragging to column B and down to the last row of data. Release button. (All data should be highlighted except for A1)
5. Click on “Insert” in menu bar.
6. Click on the graph icon that shows data points only. Select “Scatter.” A graph will appear.
7. Click on “Chart Layout” or “Chart Design” in menu bar.
8. Click on “Quick Layout’ and select the first option. Titles will appear on graph.
9. Double click on the Axis Titles to change the name (don’t forget units).
10. Make sure you change the main title also
11. Right click on any one of your data points.
12. Select “Add Trendline.”
13. Right click again on the line. Select “Format Trendline”
14. Make sure “Linear” is selected
15. Change the forward and backward numbers to length the line. Also, click to include the equation of the line on the graph.
16. Use “Wordart” to add your name to the graph.
17. Save the graph and submit it to Mr. Grant using the correct method.

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