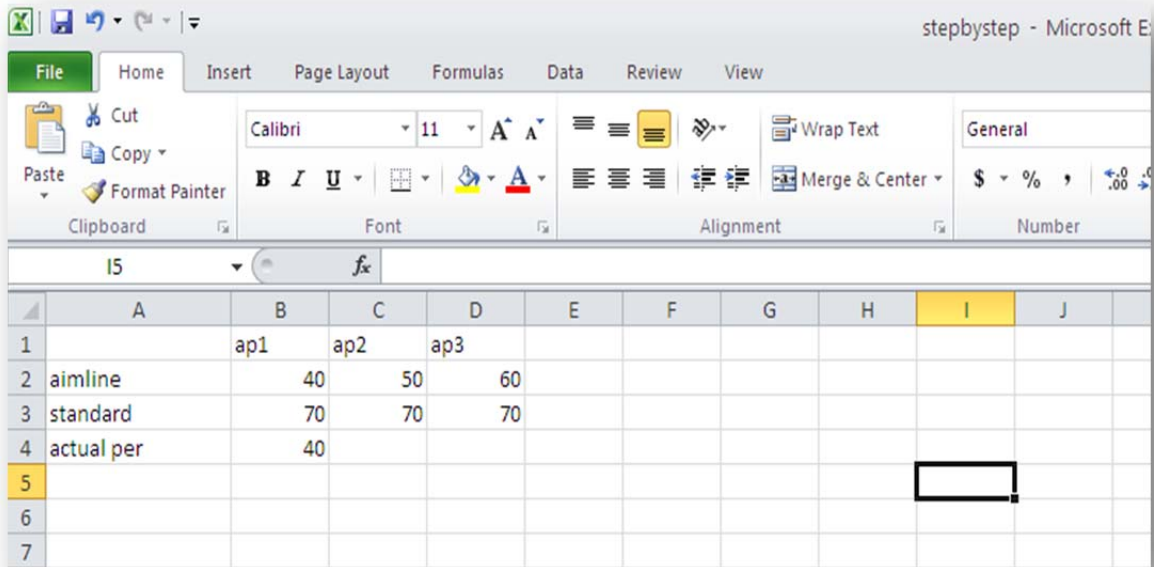


Graphing with Excel

Office of Innovation & Accountability



1. Open a new blank document on Microsoft Excel
2. Start by entering data to create a worksheet



3. Leave A1 blank
4. When laying out the [spreadsheet](#), list the names describing the data in one column and, to the right of that, the data itself
5. Enter [data](#) in columns.
6. For aimline data, When doing the graph at AP1, enter goal in the AP3 and approximate midpoint for AP2
7. Enter in standard data
8. Enter in the actual performance data for given AP

Select the graphing data

9. Select with the mouse button to highlight the cells containing the data to be included in the line graph.

Selecting a Line Graph Type

10. Click on the *Insert* ribbon tab
11. Click on a chart category to open the drop down list of available graph types
(Hovering your mouse pointer over a graph type will bring up a description of the graph)

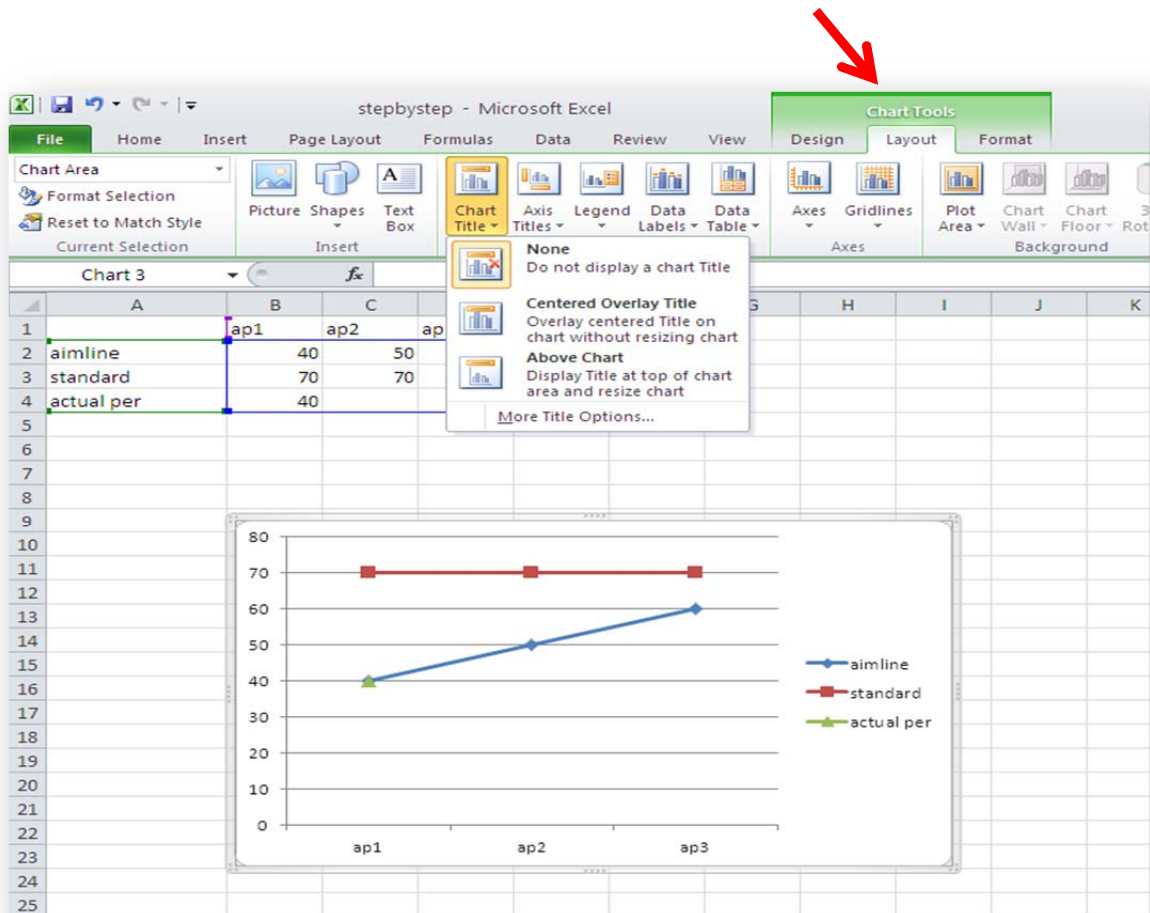
12. Click on a graph type to select it

13. When you click on a graph, three tabs - the Design, Layout, and Format tabs are added to the ribbon under the *Chart Tools* tab

Adding a title to the line graph

14. Click on the *Layout* tab

15. Click on *Chart Title* and choose location for Title



Adding Axis Titles

16. Click on Layout Tab

17. Click on Axis Titles

18. Choose location for Title

