Directions for Creating a Chart and Graph using Excel

Creating the Chart:

1. Click on Header – Type in Paper Air Plane Lab
2. Go to Column B Cell 2 – Extend the cell
3. Double click in highlighted cell and type “Trials”
4. Go to Column C, extend, and type “Distance in cm”
5. Go to Column b Cell 3 and type 1, down arrow type 2, down arrow 3, down arrow 4, down arrow type average.
6. Highlight complete chart, right click and change size to 14, and go to gridlines and click on “all borders”
7. Put in distances, no letters may be used.
8. Go to HOME, find Auto Sum on top right. Click on down arrow and chose “average”
9. Hit enter and your average will appear.

Creating the Graph:

1. Highlight cells C2 – C6.
2. Click Insert, and then Line graph
3. Click on first graph.
4. Change title from Distance in cm to Paper Airplane Lab
5. Click on Insert, Layout, Axis Titles, Primary Vertical, Vertical Title
6. Type in “Distance in cm”
7. Go back to Axis Title, Primary Horizontal, Title Below Axis, type “Trials”
8. Go to Data Labels, click Above
9. Remove legend on the right of graph.

You are now ready to copy and paste the chart and the graph onto your lab report in the appropriate places!!!