**To input data into Excel:**

1. Open Excel application and open a new workbook.
2. Label columns and rows with appropriate headings.
3. Add data values.

\*\*TIPS\*\*

- Enter data into adjoining columns (or rows) so that you can easily highlight the data you wish to graph.

- Use column headings while entering your data. You can then highlight these headings as part of your scale.

**To Graph:**

1. Once you have your data in entered into Excel, highlight ONLY the data you want to graph.
2. Click on “charts” in the toolbar at the top of the page.
3. Choose the type of chart you wish to use.
4. Chart will appear in the sheet you are working on. You need to move it to its own sheet.
5. To move the chart to its own sheet in the workbook, right click on the chart and a small window will appear. Click on “move chart”.
6. Select the “new sheet” option and name your chart. Click OK.
7. Chart will now appear full page size as a tab at the bottom of the workbook.
8. To make adjustments to your graph:
   1. **Key:** Delete if unnecessary to have OR move it to a location it will not obstruct any of the graph.
   2. **To add a title and axes labels:** 
      1. Open the toolbox menu by clicking on the toolbox icon in the tool bar at the top of the Excel window.
      2. In the “Titles” section of the tool box, add your title.
      3. Click on the drop down menu next to words “chart title” and change it to either the vertical or horizontal axis option, and add appropriate axis label.
   3. **To change color of bars:**
      1. Click on bars in the graph.
      2. Find the tab entitled “Colors, Weights, and Fills” on the Tool box window.
      3. Click on the small paint can that says “color” or the drop down menu to change the color.

**Troubleshooting:**

**Problem:** Your data values are turning to “######” in the cell OR you put in numbers and they change format (for example, you type in 3.14 and Excel changes it to 3/14).

**Answer:** Select column, row, or individual cell that is displaying numbers incorrectly. Click on Format, then cells. Choose the alignment tab at the top of the window and choose the alignment option that best fits the kind of data you are using.

**Problem:**

The graph is not displaying the proper data.

**Answer:**

Ensure you have only highlighted the data you want to graph.

**Problem:**

You need to add another series (or set) of data.

**Answer:**

Right click on chart area.

Click on “Select Data” option.

Click the “Add” button to add your new series.

Type the name of your series in the Name bar.

Click in the empty bar for “Y” values and highlight the new data on your worksheet.

Click “Ok”