

### How to Plot a graph in Excel (older version):

1. Data Tables should not include units with numbers!
2. Highlight data by clicking with your mouse (numbers only). Excel will automatically plot the first column on the x-axis and the second column on the y-axis.
3. Click "Insert" then "Chart"
4. Click "xy-scatter" (just choose a scatter plot—do not choose any with lines)
5. Click "next"
6. Give your graph a title and title each axis (with units)
7. Delete the legend
8. Click "Next"
9. You want it to be displayed "as object in". Then click "finish".
10. Place your graph underneath your data table. You may need to shrink your graph so it isn't too large and you may need to insert rows below your data table to space it away from your other data table underneath it to make room for your graph.

#### TO GET A BEST-FIT LINE:

1. Right-click on any one of the data points and a window will pop up.
2. Click on "Add Trendline". Linear will automatically be selected; that is what you want. Then, click on the "Options" tab to check the box that says "Display equation on chart" and also check the box that says "Display R-squared value".
3. Close this window and you will see your best-fit line on your graph along with the equation and R-squared value.

### How to Plot a graph in Excel (newer version):

1. Data Tables should not include units with numbers!
2. Highlight data by clicking with your mouse (numbers only). Excel will automatically plot the first column on the x-axis and the second column on the y-axis.
3. Click "Insert" tab and a new menu will pop up.
4. Click on the "Scatter" icon (in the middle of the menu bar) and a scroll-down menu will pop up. Choose the one that just plots the points; do not choose any with lines.
5. The graph will automatically be placed on your spreadsheet and a new menu bar will pop up at the top of your screen. Go to this menu bar and see the "Chart Layout" options. Choose the first one that shows shading for a graph title, and titles for the x and y axes).
6. Your layout of your graph will automatically be changed so you can insert your titles. Don't forget to include units when you title each axis.
7. Click on the legend to delete it.

#### TO GET A BEST-FIT LINE:

1. Right-click any one of the data points and a window will pop up. Choose "Add Trendline".
2. A window will pop up and you will see that a linear curve will automatically be selected. That is what you want. Do not close the window just yet. Next, click the box at the bottom of the window that says "Display equation on chart" and also click the box that says "Display R-squared value on the chart".