

# Microsoft Excel: Leaf Chart and Graph

Using the directions that follow, you will be creating both a chart and a graph that display the data you collected during your leaf experiment in science. Each step of the project is outlined in step-by-step detail, so read carefully!

## 1. Open and Save Your Document


- Open a blank workbook and save it in your Reading Plus folder as “Leaf Project.” (From the drop down menu, select your drive, “Reading Plus” file)
- Click the “Insert” tab and select “Header & Footer.” Type your first and last name.

## 2. Create Your Table

- In cell (box) A1, type “Number of Trials” (to make the cell bigger, double-click the vertical line between A and B as shown on the right).
- In cell B1, type “Control Leaf – Weight Held before Tearing in Grams”
- In cell C1, type “Experimental Leaf – Weight Held before Tearing in Grams”
- These are long titles, so you’ll need to format your cells. Highlight cells A1-C1. Right click and select “Format Cells.” Under the Alignment tab, click the “Wrap text” box. Adjust size using the lines between the columns/rows.
- Fill in the data for all 3 columns. You should have 5 trials and data for both the control and the experimental leaves.



## 3. Insert Formula

- In cell A7, type “Average”
- Select cell B7. To the left of the text bar (at the top where the text is displayed), click the function button, which looks like this:  Select “Average”
- A dialogue box will display. Be sure the range displayed is “B2:B6” Click OK. The average should appear in the box.
- Copy the formula into cell C7 by selecting cell B7. A black frame appears around the cell. Click and drag the small black box in the lower right-hand corner and release in cell C7.

**(OVER)**

# (CONT'D)

## 4. Insert Title

- Place your cursor over “1” on the left-hand side of the screen. Right click and select “Insert” Type your title. **Remember, your title must include the dependent AND the independent variable.**
- Highlight cells A1, B1, and C1. In the *Alignment* tab on the *Home* ribbon, find the “merge” button (a white box with an “a” in the center) and click it.

## 5. Convert Chart to Graph

- Highlight your entire chart **EXCEPT THE TITLE** (cells A2 to C9). On the *Insert* ribbon, choose “Column” for your graph. Select the first 2D choice.

## 6. Format Your Graph

- Click the *Layout* ribbon. From the *Labels* group, select “Chart Title.” Choose “Above Chart” and type your graph title.
- From the *Labels* group, select “Axis Titles.” Place the horizontal axis title below the axis and for the vertical axis, select the rotated title. Type the appropriate titles.
- Click and drag your graph so that it appears under your chart. Change the layout to “Landscape” by clicking the Page Layout tab, selecting “Orientation,” and choosing “Landscape.” Double check that both the chart and the graph will print on the same page by viewing the print preview. Do this by clicking the Office button in the upper left hand corner and selecting “Print Preview” from the menu.

## 7. Save and Turn In Your Work

- 1. Save your work in the Reading Plus file in your drive. **ALWAYS DO THIS!**
- 2. To turn in to Mrs. Stones:
  - a. Save in the following location:
    - Vol 3 (N drive)
    - COMMON
    - VOYAGERS
    - Turn In
    - Stones
    - Excel Project
    - Your Hour
  - b. NAME YOUR FILE YOUR LAST NAME, 1<sup>ST</sup> INITIAL: ex. Stonesr
- 3. To turn in to Mrs. Dowell:
  - a. Print and include with your lab report.