**Tables and Graphs in Excel**

**Create your Table:**

* First column – list your ‘independent variable’ or ‘groups’
* Second column list your ‘dependent variable’ (results) – do this for each trial
* Do not leave any blank columns in your table.
* Do not put any units in the cells with numbers – just put units in column headings



Dependent Variable

(results)

Independent Variable

Or

Groups

**We want to create a graph/chart that looks like this….**



**Create your Graph/Chart:**

|  |  |
| --- | --- |
| Table  Description automatically generated1. **SELECT DATA:**Highlight the column(s) you want to graph(in this case it is the ‘Average’ column) | 5. **HORIZONTAL (x) AXIS LABLES:**Ensure your x-axis labels are correct by right clicking on the x-axis.Choose ‘Select Data’.Under **Horizontal Axis** Labels, click ‘Edit’Use your mouse to drag over and select the cells that should be used as x-axis labels. Then click ok, and ok. \*\*DO NOT select the column heading. |
| 2. **INSERT A LINE GRAPH:**Graphical user interface, application, Word  Description automatically generatedSelect ‘Insert’ and choose Line Chart (use ‘Line with markers’ type) .  |
| 3. **TO REMOVE the LINE:** Click on the **line** and under the formatting pane (on the right of the screen).Select ‘No line’. |
| 4. **ADD A TRENDLINE:**Right click on one of your data points.Select ‘Add trendline’ | 6. **ADD AXIS LABELS:**Click on the + symbol at top right of graph, and choose Axis Titles.  |