**How to Create a Data Table and Graph in Excel**

This is what a data table should look like in Microsoft Excel. This is formatted in Microsoft Office 2010.

|  |
| --- |
| **The Effect of Temperature on Plants** |
| Temperature | Scale of Plant Appearance (1 worst/5 best) |
|   | Trial Number |
|   | Average | 1 | 2 | 3 | 4 | 5 |
| 70° | 7 | 5 | 6 | 7 | 8 | 9 |
| 80° | 4 | 2 | 3 | 4 | 5 | 6 |
| 90° | 2.8 | 2 | 2 | 3 | 3 | 4 |

**Step-by-Step Guide to making a Data Table:**

**Pre-Computer**

1. Draw a rough draft of the data table by hand.

 2. Determine how many cells you need for your table

 Horizontal = 7 cells

 Vertical = 7 cells

**Computer**

3. Open Microsoft Excel

4. Click on cell A1, hold down the shift key and drag the mouse until you have highlighted the cells you need both horizontally and vertically.

**Format Cells**

5. Make sure that your cells are still highlighted and select “Format” in the tool bar in the “cells” section. Click on “format cells”

6. Click on “Alignment” Select “Center” in the Horizontal box and the Vertical box and check “Wrap Text” under “Text control”

 7. Next select the “Font” tab and select “regular” and “12” and your font.

 8. Next select the “Border” tab and select the Presets: “Outline” and “Inside”

 9. Click “OK” You are now ready to begin typing in your data.

**Merge Cells**

In order to have some cells longer without any lines, you must “merge” the cells.

 10. Click on cell A1

 11. Hold down the shift key and drag the mouse across the top row of cells.

 12. Click on “Merge and Center” in the “Alignment” section on the tool bar.

 13. You can now merge the other cells to match the sample above and add your titles.

**Helpful Tips and Suggestions:**

**How to make cells bigger:**

1. Locate the cell you want larger. Keep in mind tht this will make all cells in either that column or row bigger also.

2. If you want it wider, put your cursor at the top of the data table in the gray area between the two letters you want wider. Your cursor will turn into a “+” letting you know that you are in the right place.

3. Click and drag the mouse to resize the cells.

**Moving through Excel:**

Arrow keys will move you from cell to cell

 The tab key moves you from cell to cell in order from left to right

 Enter/Return moves you down to the next cell

 **Misc:**

Make sure to use spell check.