**How to Create a Graph Using Excel**

This is what a graph should look like. You can use Microsoft Excel to create this by converting your data table into a graph. This is based on Microsoft Office 2010.

**Step by Step Guide to making a graph**

1. In order to make a graph, you must first make your data table in Excel.

(see data table guide)

2. Highlight only the area on your data table that you want to graph.

3. Do not highlight any of your title cells, only the cells with data and your column titles.

4. Select “Insert” in the tool bar; then select the type of graph you want (for example, column, line, pie, bar, etc.)

5. To title your graph, select “Layout” under “Chart Tools” in the tool bar. This selection is only available in the “Insert” tab.

6. Select “Chart Title” and select where you want your title it will give you three choices.

7. If you selected the correct data, you will have a graph that looks like the one displayed above. (You may have to play around with your selection until it is correct.)

8. Your graph will save along with your data table. You can select it and save it on a separate piece of paper to display on your display board.

**Use text boxes for your axes labels.**

**Resize your graph so it will display larger on your Display Board.**