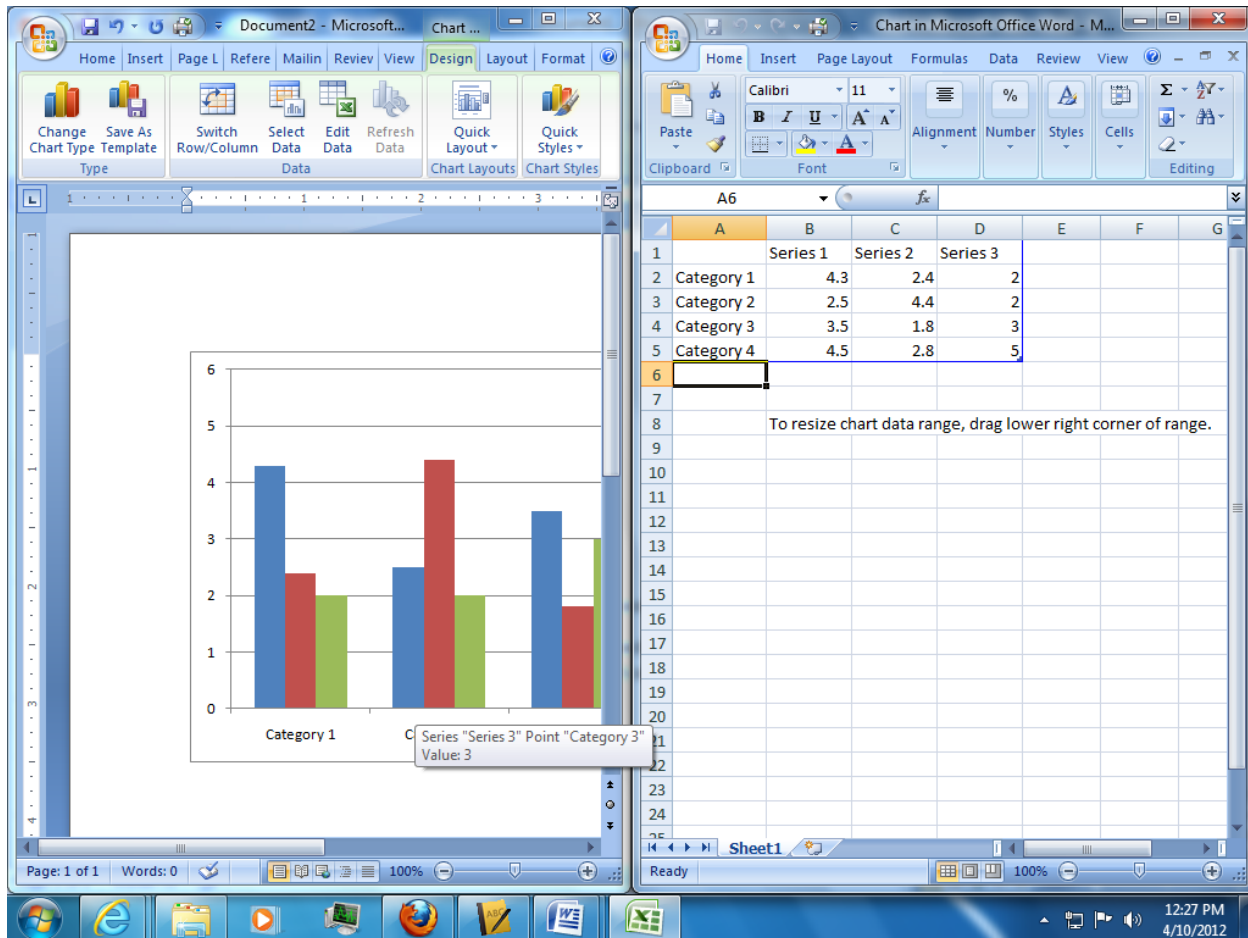
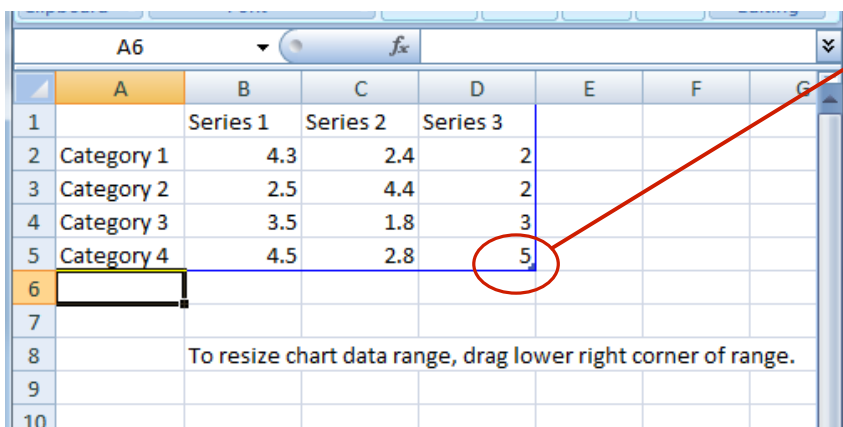


How to Make a Graph on MS Word

- Open up Microsoft Word
- Insert → Chart (*select the right one!*) and then it will appear like this on your screen:



Limit your data to the amount of items that you need by changing the boundaries of the blue box around the data. To do that, click the bottom right corner (it's thicker) and drag it



Entering the Data

- Enter the graph title where it says Series 1
- Enter category names (manipulated/independent variables) where it says Category 1, Category 2, etc.
- Enter in your numerical data (responding/dependent variable) in the other cells (*replacing the numbers that are there*)
- When you are finished, click the red X at the top right corner of the Excel document

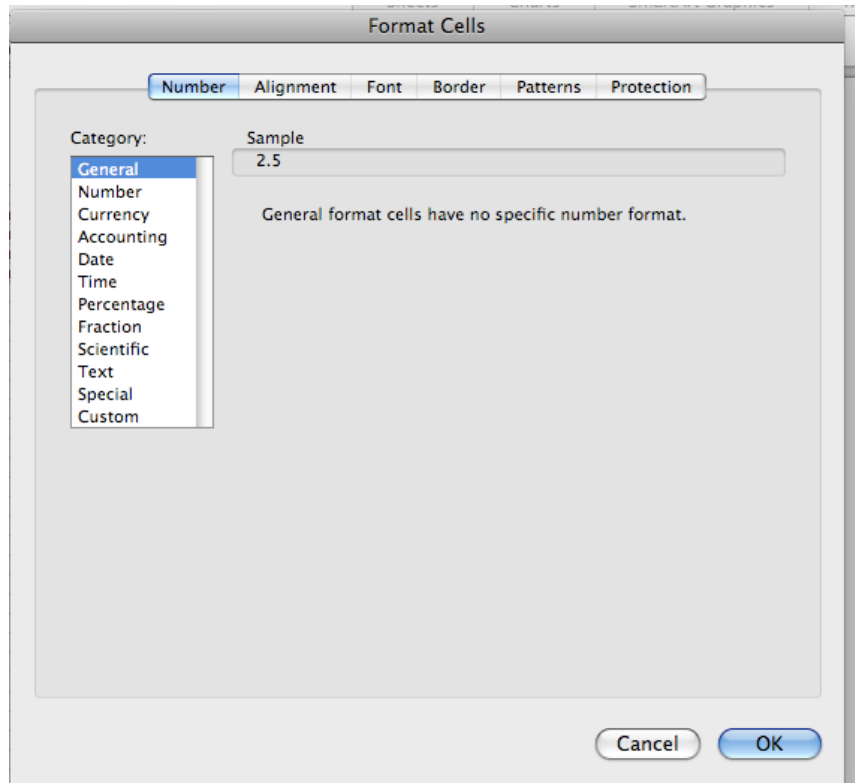
The screenshot displays the Microsoft Excel interface. On the left, a bar chart is shown with three series: Series 1 (blue), Series 2 (red), and Series 3 (green). The x-axis is labeled 'Category 1' and the y-axis ranges from 0 to 6. A tooltip for 'Series "Series 3" Point "Category 3" Value: 3' is visible. On the right, the data source table is shown in the worksheet. The table has columns A through G and rows 1 through 25. The data is as follows:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							
9							
10							
11							
12							
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14							
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16							
17							
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21							
22							
23							
24							
25							

A red circle highlights the red X button in the top right corner of the Excel window. The status bar at the bottom shows 'Page: 1 of 1', 'Words: 0', and 'Ready'.

To Reformat the Type of Data in the Cells

- Sometimes your data requires a different format (date, time, etc.)
- To change the format of your cells, highlight the cells you want to change, and right click
- Select “Format cells” and this dialogue box will pop up

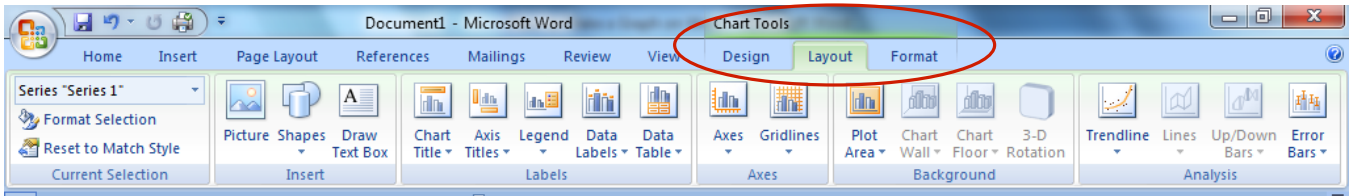


- Select the format that best suits your data, and click “Ok”

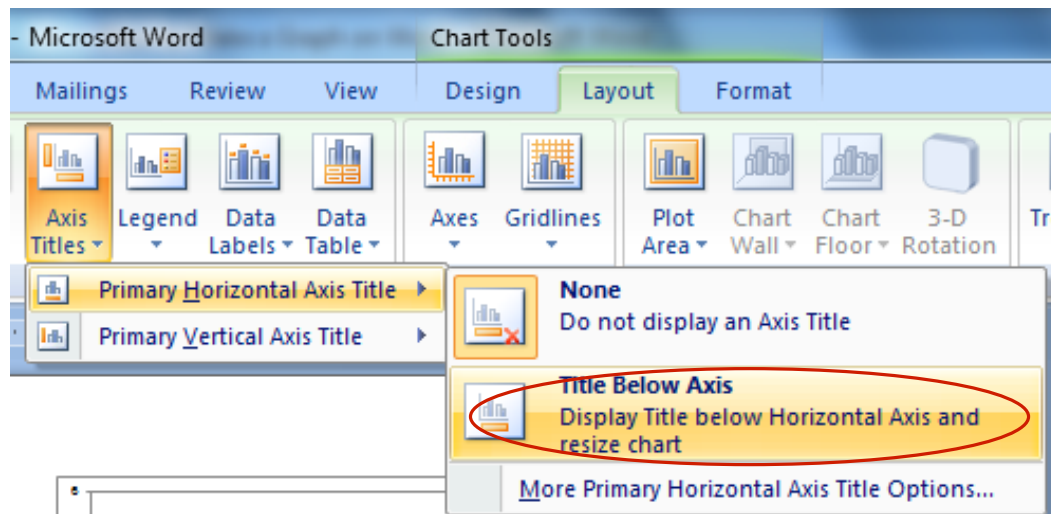
** Remember, do not put words and numbers in your data cells. Excel can't graph words. **

To Label the Axis:

** Click on the graph so the correct formatting options come up. They will appear green at the top.



- Layout → Axis Titles → Primary Horizontal Axis Title (for x-axis) → Title Below Axis *and then type in your X-axis title*



- Layout → Axis Titles → Primary Vertical Axis Title → Rotated Title *and then type in your Y-axis title*

