

Creating Graphs

- 1) Open Microsoft Excel.
- 2) Enter your information as follows:

The diagram shows a 4x4 grid representing an Excel spreadsheet. The first row contains labels 'X', 'Y', and 'Z' in the second, third, and fourth columns respectively. The first column contains the years '1990', '1991', '1992', and '...' from top to bottom. Arrows point from the text 'Labels for x-axis' to the first column, 'Data' to the second, third, and fourth columns, and 'Categories' to the first row.

	X	Y	Z
1990			
1991			
1992			
...			

- 3) After all of the data has been entered, click on the "Chart Wizard" icon or go to "Insert" then "Chart."
- 4) Follow the directions.

To Print out Graph

- 1) Select graph by clicking on it.
- 2) Go to "File" then "Print."
- 3) Choose the "Selection" option.
- 4) Print.