

Charts/Graphs in Excel

Example: Create a Chart about Energy Uses in CT from a spreadsheet

1. Open the [Spreadsheet](#).
2. You will copy and paste the data in this spreadsheet into a blank Excel worksheet and save to your P drive.
 - Select by highlighting all the data.
 - Go to Edit-Copy.
 - Open a blank workbook in Excel.
 - Click on the upper left cell
 - Go to Edit-Paste.
 - Change the height of row 1 and row 2 so you can read the words. Either put the mouse cross bars in the numbers and drag or Select row 1, go to Format-Row-Height. Repeat for Row 2. Row 1 is 90 and Row 2 is 60.
3. Save to your P drive as Energy Uses in CT and close the original spreadsheet.

For this assignment you will be creating a chart of energy use in CT of coal, natural gas, nuclear, hydroelectric and wood-waste. Think about how you want your chart to look. Look at your worksheet and decide which column of data will be the Y axis (vertical) and which column of data is going to be the X axis (horizontal). **The variables need to be correctly identified and placed in the graph.**

Select B-C-D-E-F for Y axis

4. You are now ready to create a chart. Go to Insert -Chart to get to the Chart Wizard.
 - Choose the type of chart, ex a line graph (type #3) with dots (subtype #4) Click NEXT
 - The program defaults to Data Range. Click on the Series tab and all the data columns should be displayed. **Each axis needs to be clearly labeled, including the units in which the variable is measured.**
 - Click Add to add the data in the Y (vertical axis)
 - Click on the button to the far right of Category. Select the data that you want to display on the X axis. Column A leave out the word year. Press ENTER. Click NEXT.
 - Click on Titles tab and enter the titles. **The title should be descriptive. A key should identify each line.**
6. Save the chart As a new sheet by clicking on radio button: As a new sheet. Label this chart: CT Energy Uses. Click Finish.
7. Save to your P-Drive. Print the chart.