

## BLM 8 – Using Excel to Create Graphs

**Step 1** – Start Excel & then Insert your data into columns A & B.

**Make sure you leave row 1 blank.**

**Step 2** – Highlight all your data in both columns by left clicking in the top right-hand corner of cell A1 and dragging to the bottom right hand corner.

**Step 3** – Press the Chart Wizard button to convert the data into a graph.

**Step 4** – Choose a graph that will communicate the meaning of the data effectively.

**Step 5** – Press Next

**Step 6** – Write in the title of your graph and press “Next”

**Step 7** – Right click on any column and choose “Format Data Series’ then choose the colours of the graph.

