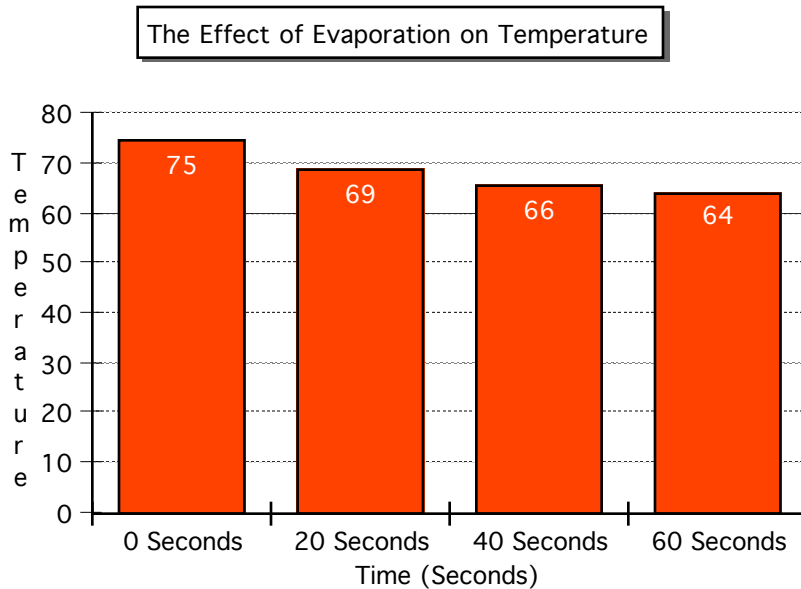


Using a Spreadsheet to Create a Graph



To create the graph above, complete the following steps:

Step One: Enter your data.

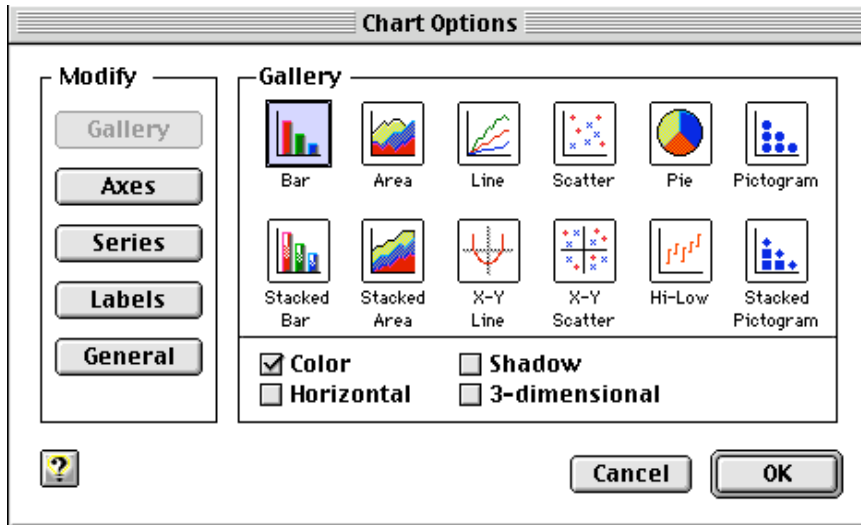
| | A | B | C | D |
|---|-----------|------------|------------|------------|
| 1 | 0 Seconds | 20 Seconds | 40 Seconds | 60 Seconds |
| 2 | 75 | 69 | 66 | 64 |
| 3 | | | | |
| 4 | | | | |

1. In row one, enter the values which will be on the x-axis.
In row two, enter your data.

| | A | B | C | D |
|---|-----------|------------|------------|------------|
| 1 | 0 Seconds | 20 Seconds | 40 Seconds | 60 Seconds |
| 2 | 75 | 69 | 66 | 64 |
| 3 | | | | |

2. Select all the entries in both rows.

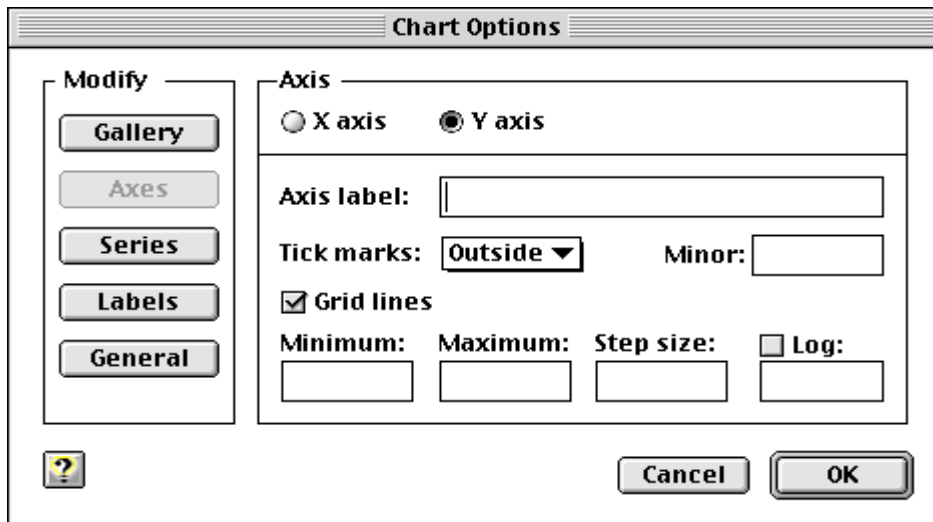
Step Two: Choose your graph.



3. Go to the **Options Menu**, select **Make Chart**.

4. The window above will appear with the different types of graphs. Select the graph you would like to make by clicking on it.

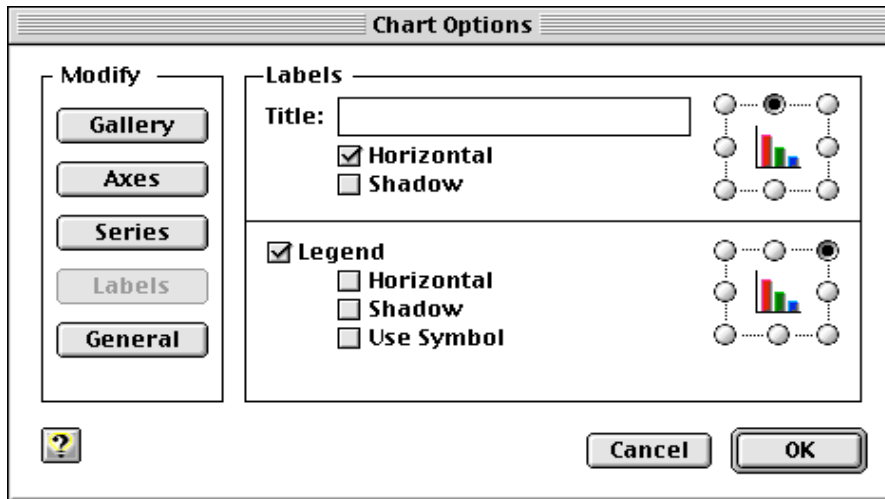
Step Two: Label your axes.



5. Y-axis is already selected. Type in name for the y-axis.

6. Click the button for x-axis. Type in name for x-axis.

Step Three: Give your graph a title.



7. Click in the title box and give your graph a title. You can determine where it will appear on your graph by clicking on the buttons to the right. :

8. When you are finished with the formatting, click OK. Below is another example of a graph created from a spreadsheet.

