How to make a graph...
Oceanography Tutorial
Organizing Data

- Start by listing your data in columns or rows
Chart Wizard

- Highlight your data and click on the ‘Chart Wizard’ icon
- OR click on ‘Insert’ – ‘Chart’
Bar Graph

- Bar graphs are used to show comparisons!
- When the chart wizard opens, pick which chart you would like your data to look like and click on the “Press and Hold to View Sample” button to preview your chart.
- Click “Next” when you are satisfied…
Bar Graphs con’t

• Our data is listed in columns so we will leave the column button checked. Click Next

• Adjust titles and axis labels as necessary. Use the tabs to adjust the gridlines, legend & data labels. Click Next

• The last step is to select the table as an object in your worksheet. You can then copy and paste the graph into another document.
Line Graphs

- Line graphs are used to show change over time.
- To make a line graph, pick the XY Scatter chart. You can choose to connect the points or leave them isolated. Click on the “Press and Hold to View Sample” button to preview your chart.
- Click “Next” when you are satisfied...
Line Graphs con’t

- Our data is listed in rows so we will leave the row button checked. Click Next.
- Adjust titles and axis labels as necessary. Use the tabs to adjust the gridlines, legend & data labels. Click Next.
- The last step is to select the table as an object in your worksheet. You can then copy and paste the graph into another document.