

Creating a Header/Footer

1. Open a new document or an existing document.
2. Select *View* from the tool bar.
3. Select *Header/Footer* in the *View* menu.
4. Make sure the cursor is flashing inside the *Header* box and then click left justify on the tool bar.
5. Then type in your last name. Hit return. Type in your Title of your project.
6. Scroll down until you find the *Footer* box and click inside of it so the cursor moves from the header box to the footer box.
7. Click on the # symbol and it will add the page number to the bottom right corner.
8. Click close and you have created your header and footer.

Using the Graphing Website

1. Open the website <http://www.nces.ed.gov/nceskids/createagraph/>
2. Select your graph type.
3. Select your number of grid lines. Start with the suggested six and then once you view your graph you can add more if you want. The number of gridlines determines the numbers of value in your data range. The more gridlines, the more values are shown. (You will see what I mean when you play with the number of gridlines once your graph is made.)
4. Click the *Data* tab at the right side of the graph set-up.
5. Next you will have to decide how many groups and how many items are in the data set.

	201	204	206	208
1	0.11	0.17	1.23	5
2	5	0.19	1.07	5
3	5	5	1.2	0.34
4	5	5	0.05	2.28
5	5	5	0.09	5
6	5	2.28	0.12	0.16
7	0.3	5	2.35	5
8	5	2.29	0.5	0.18

For instance, the above data set has four groups and eight items in each set.

6. Choose the symbol and color representation for each group you want to graph. Then type in your data and set your min and max values for the axis. Zero is a good minimum value to use. I would set the max value one number higher than your actual highest value.
7. Click the *Labels* tab and choose the font size for your titles. Keep *Data Labels* as *Value* and then the actual number value you typed in will show up on your graph.
8. Click the *Preview* tab to check over and make sure all the parts turned out correctly on your graph and that everything is spelled correctly.
9. Click the *Print/Save* tab and you will enter an email address to send the graph to. The emailed graph you can save and edit.

MS Excel Graphs tutorial

MS Excel Graphs can be simple if you follow 3 easy rules

1. keep your data organized and simple
2. read each step completely and make sure you have every thing set before going on
3. You get results that are not like what you want just delete the graph and start over

That being said, lets start with the data table:

The graph table is the data table from your experiment. The more organized and simple it is, the easier it will be to create a graph. In order to keep the graph simple, use simple headers that are just one word, maybe 2 words max. Next keep your data to the least number of decimals as possible without compromising your results. Give the value up to a max of two decimal places, the hundredth place. Keep your columns in the order you want them to appear in the graph. Check the spelling twice before starting the graph. Type the data table inside an excel worksheet that you can use with your graph.

Here is an example of a good graph table data table:

	test 1	test 2	test 3	test 4
red	1.02	3.3	2.6	1.8
green	2.4	2.05	1.08	3.9
yellow	3.5	1.5	3.7	2.01

Here is an example of a poorly organized data table:

	Test 1- Comparing sun light to no sunlight	Test 2-Comparing sun light to artificial light	Test 3 – Comparing artificial light to no light	Test 4-Comparing artificial light to artificial light
plant 1- grown from seed	1.020005	3.311123335	2.622323237	1.822222
plant 2 - grown from sapling	2.433331034	2.050003456	1.080098773	3.91118909
plant 3 - bought	3.5345678	1.50006675	3.744467801	2.012222346

Now that we have a correctly formatted and simple data table we can start the graphing process:

1. In excel go to the top menu and look for the *Insert* option and click it.
2. In the insert menu click the “chart...” option. This will start the graphing wizard.
3. Once the wizard starts, you will be at the first wizard option where you will need to choose a graph type. You should choose either a column, bar or line graph and then click the next button.
4. This will take you to the data range option. Here you will need to click on the data table values in the blank cell in the upper left corner. Hold down and highlight all of the numbers, not the categories. This action will place the range into the data range option. Hit next. (If you type the data into an excel file, the program should highlight the data range for you.)
5. Type in the Title of the Graph and the labels for the X-axis (Horizontal) and the Y-axis (Vertical). Then click next.
6. Identify if you want the graph on the sheet with the data table or on a sheet all by itself. Click finish and wait for the graph to appear.