

Creating Line Graphs Using Excel for Windows

This tutorial explains how to create line graphs using Excel 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on creating line graphs, see page 354 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

Plan Your Table

1. Gather your data.
2. Decide what variable will go on your vertical axis.
3. Decide which variable will go on your horizontal axis.
 - Example:

	Fisher	Garr	Thomas
solicitations	237	198	245
muo	38	78	72
interviews	63	94	74
contracts	23	29	50

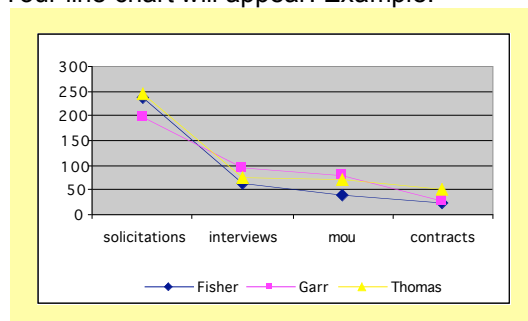
Create a Table in a New Spreadsheet

1. Create a table by arranging the labels for your vertical and horizontal axes in the appropriate cells.
2. Enter your data into the table.
 - Example:

	Fisher	Garr	Thomas
solicitations	237	198	245
muo	38	78	72
interviews	63	94	74
contracts	23	29	50

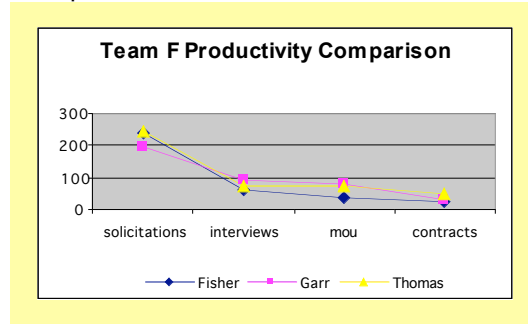
Make a Graph Based on Your Table

1. Highlight your table.
2. From the **View** menu, choose **Toolbars**.
3. In the menu that appears, choose **Chart**.
4. On the Chart toolbar, pull down the **Chart Type** menu by right clicking on the icon that looks like a graph or chart.
5. In the menu that appears, choose **Line Chart**.
 - Your line chart will appear. Example:



Add a Title

1. Right click in the graph.
2. In the menu that appears, choose **Chart Options**.
3. In the **Chart Options** window, click on the **Titles** tab.
4. In the **Chart Title** field, type the chart's title.
5. Click **OK**.
 - Example:



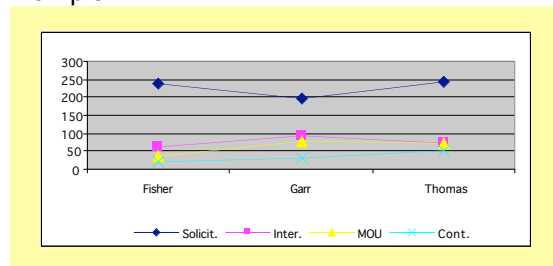
Change the Orientation of Your Graph

1. Make a new Excel table in which you rearrange your data.
 - Example:

	Solicitations	Interviews	MOU	Contacts
Fisher	237	63	38	23
Garr	198	94	78	29
Thomas	245	74	72	50

Make a Graph Based on Your New Table

1. Highlight your table.
2. From the **View** menu, choose **Toolbars**.
3. In the menu that appears, choose **Chart**.
4. On the Chart toolbar, pull down the **Chart Type** menu by right clicking on the icon that looks like a graph or chart.
5. In the menu that appears, choose **Line Chart**.
 - Example:



Edit Your Graph

1. See the Writer's Tutorial on pages 344 and 345.