

XY Scatter Directions

1. Open Microsoft Excel 2007.
2. Insert the data that needs to be graphed into the columns.
3. Find the **insert** tab at the top of the page. Click on that tab.
4. Go to the category that says **charts**.
5. Find the option labeled **scatter**.
6. Highlight the **scatter** option and left click on it.
7. Choose the first option that says **scatter with only markers**.
8. Once graph is up, look for **chart tools** listed toward the top of the page. There are three tabs under the **chart tools** option that will be used to manipulate the graph.
9. Select the option that says **design**.
10. Below that there is a list of more options going from left to right on the screen. Locate the option that says **data**. This will be used to insert your x and y values.
11. Click the **select data** icon in the box. Another window will pop up.
12. This window is where we insert our values for x and y. If graph is not set up how you want it already then click on **series 1** in the lower left box and click the **remove** icon. This removes all data placed onto the graph.
13. Click the **add** icon just above that lower left box. A new window will pop up.
14. Give your series a name under the **series name** subtitle.
15. Click on the empty box under the words **series x value**. This is where you will input your values for x. To do so make sure the cursor is in the empty box and highlight the column that contains all of your x values in the excel spreadsheet. This is when something will begin to show on the graph.
16. Next click on the empty box under the words **series y values** (make sure that there is nothing in the box and if there is then delete it). This is where you will put all of your y values. To do so make sure the cursor is in the empty box and highlight the column that contains all of your y values in the excel spreadsheet.
17. Select **ok** when all of the data points are entered.
18. The graph should now contain all the points that were inserted. When the window that says **select data source** comes up then hit **ok**.
19. Now find the **layout tab** under the **chart tools** option at the top of the page. Click on it.
20. Find the box that says **Labels**. This is where you will go to label your x and y axis and the name of the chart.
21. Highlight the **axis titles** icon and click on it. First highlight **primary horizontal axis title**. Choose the selection that says **title the below axis**. A text box will appear at the bottom of the graph. Here you will type in the title of your x axis. Using the **axis titles** icon again

select **primary vertical axis title**. There will be several options to choose from so choose the one that best fits your graph. Another text box will appear on the y axis. Label your y axis in that text box.

22. To insert a chart title, go under the **labels** heading again then highlight and select the **chart title** option. Select the **above chart** option. A text box will appear at the top of the graph. Insert your chart title into this text box.
23. To add a trendline, find the option under the **layout** tab that says **analysis**. Highlight and select the **trendline** option. Select **linear trendline**.

These are just the basic fundamental steps for creating an XY scatter plot in Microsoft Excel 2007. Any further questions on how to use more complicated functions should be given to the instructor.