

Pre-formatted Graphs In Excel

1. Open Excel
2. Make a sample of the desired chart.
3. Highlight all the cells in the chart.
4. Click on the chart wizard icon. “Walk” through the wizard by:
 - Choose the appropriate type of graph. Click next.
 - Look at the sample. If needed, change the “series in” from columns to rows or vice versa. If it looks right, do nothing.
 - Put in labels (title, x axis, y axis)
 - Choose to put in to worksheet (so you see both chart and graph) or if you prefer as a separate sheet.
5. Now go back and take out the data. This will make your chart and graph empty until your students fill them in.

Now think of three lessons in which you could use graphs and charts. Make a preformatted graph for each. Save to the tip template folder. If you are doing this in-service online, email Pam with the location of your template. Note: These will be great for next year to have at your student workstations in your classrooms. Easy to do, few directions, and thematic unit appropriate. Yahoo!