Excel Charts for Trend Lab
(Windows 7 / Microsoft Office 2013)

Step 1: Open Microsoft Excel
(Start > All Programs > Microsoft Office > Microsoft Excel 2013)

Step 2: Title Columns in Row 1
(Click the Tab button on the keyboard to move to the next column)
Step 3: Format Column Widths
(Click on the box between A and 1 to highlight the entire sheet, then double click the mouse between columns A and B when you see a black +)

Step 4: Enter Data
(Hit the Enter key on the keyboard to advance to the next cell in the same column.)
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Step 5a: Format Cells in Columns B through D to Reflect # of Decimal Points in Data
(Right-click on the letter above the column that you want to format)

Step 5b: Format Cells in Columns B through D to Reflect # of Decimal Points in Data
(Click on Format Cells)
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Step 5c: Format Cells in Columns B through D to Reflect # of Decimal Points in Data
(Click on Number under the Number tab)

Change the number of decimal places from two to whatever you need.)
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Step 5e: Format Cells in Columns C & D to Reflect # of Decimal Points in Data
(Click OK)

Step 6: Highlight the Data that you want to Graph
(Click in Cell A1 and drag to Cell A37, hold down the Ctrl key on the keyboard, click the cell in row 37 of the data you want to graph against Atomic Number, then drag to the cell in row 1 at the top of that column)
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Step 7: Click on the Insert Ribbon

Step 8: Click on Scatter
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Step 9: Click on Scatter

Step 10: Click on Move Chart on the Design tab
Step 11: Click on the Radio Button Next to New sheet

Step 12: Name Your Graph Accordingly, then click OK
(Example: Atomic Radius, Ionization Energy, and Electronegativity)
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Step 13: Click on the existing chart title, type a new title, hit Enter

Step 14: Click on Add Chart Element on the left side of the Design tab
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**Step 15: Add a Horizontal Axis Title**
(Click on Axis Titles, then on Primary Horizontal (X) Axis Title, and then edit the title as needed)

**Step 16: Add a Vertical Axis Title**
(Click on Axis Titles, then on Primary Vertical (Y) Axis Title, and then edit the title as needed.)
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Step 17: Remember to Add the Unit of Measurement to your Vertical Axis Title

Atomic Radius = Angstroms
Ionization Energy = V

Step 18: Double-check your work, then save and print