

A Quick Guide to Graphing in Excel 2007

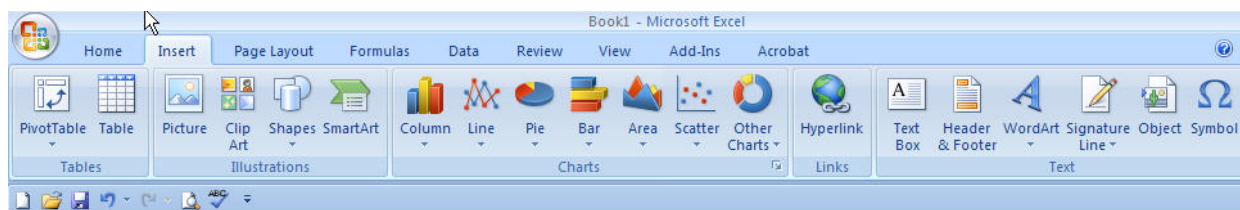
The general graphing process will be illustrated with numerical data and an x-y graph. The procedures are the same for all graph styles.

First we need some data:

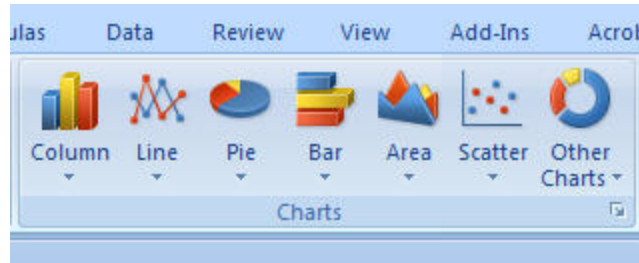
	A1		
	A	B	C
1			
2			
3			
4	time (min)	concentration (moles/liter)	
5	0	0.0358	
6	5	0.0304	
7	10	0.0258	
8	15	0.0219	
9	20	0.0186	
10	25	0.0158	
11	30	0.0134	
12	35	0.0114	
13	40	0.0096	
14	45	0.0082	
15	50	0.0069	
16	55	0.0059	
17	60	0.0050	
18	65	0.0042	
19	70	0.0036	
20	75	0.0031	
21	80	0.0026	
22	85	0.0022	
23	90	0.0019	
24	95	0.0016	
25	100	0.0013	
26			

Select the data you wish to plot by clicking and dragging the appropriate region – A5:B25 here (Ctrl-drag will select non-contiguous columns if you have them)

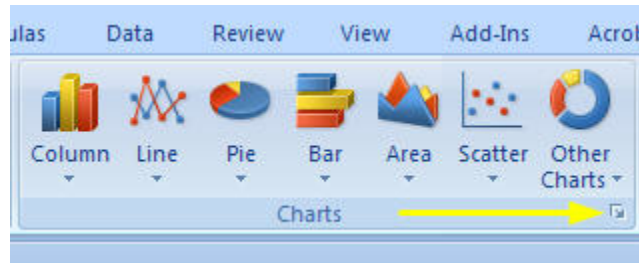
Now look at the top menu items and click on the **Insert** tab:



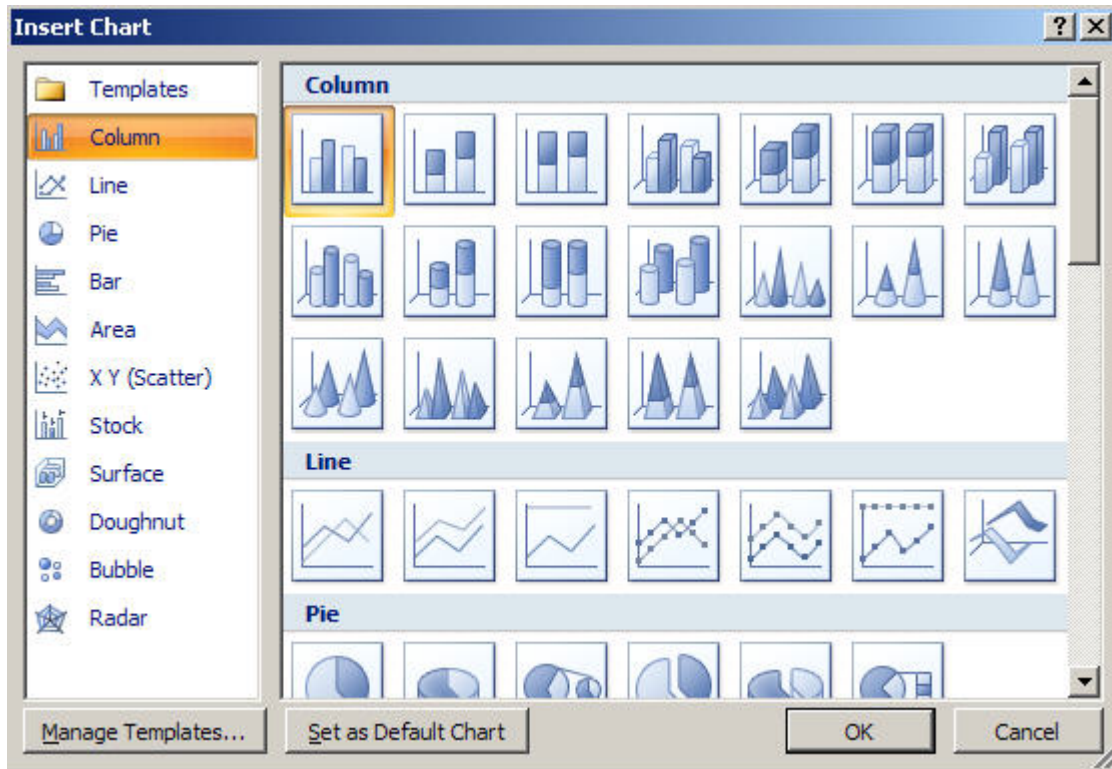
The charts information is in the center of this set of icons.



Notice the small square in the bottom of the image above:

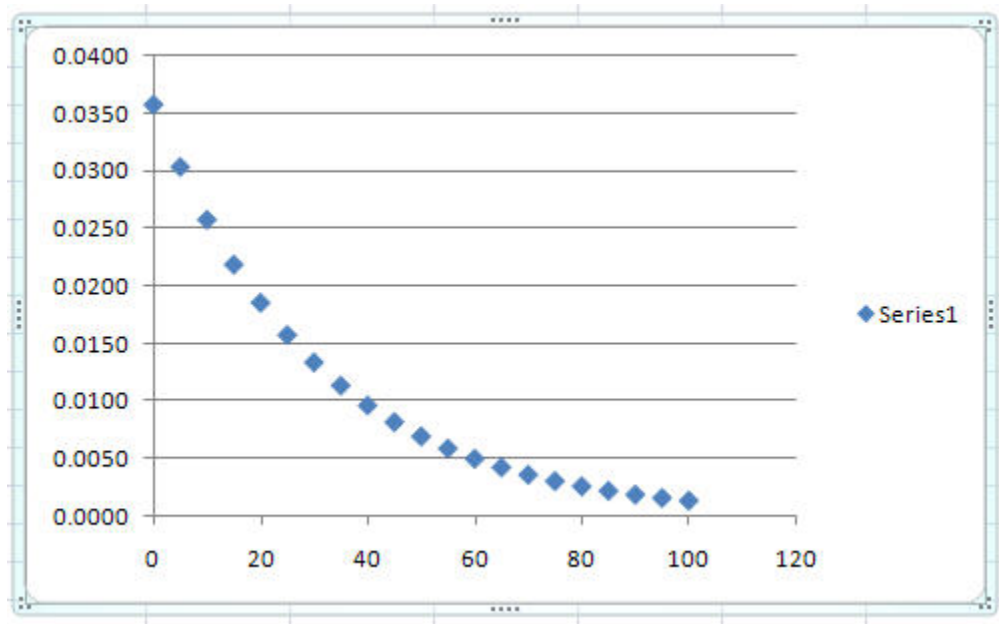


Clicking there brings up more chart-type options:

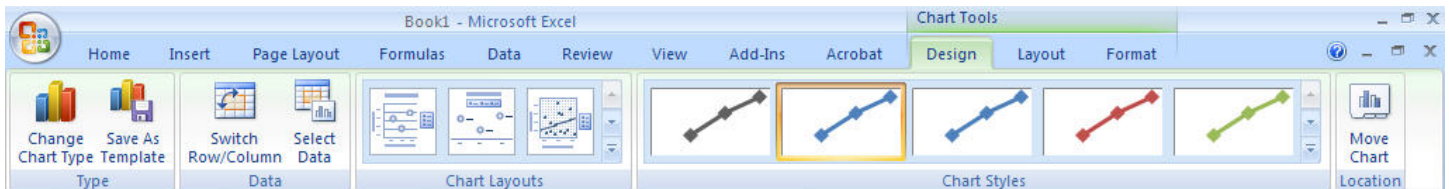


Note that you can select the graph you choose as the default. Going back two figures and right-clicking you can also add that graph type to your quick launch toolbar in Excel – I find this very convenient.

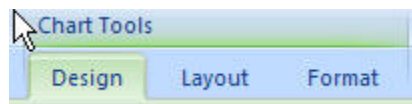
Since you have selected the data and a graph type, a graph should appear:



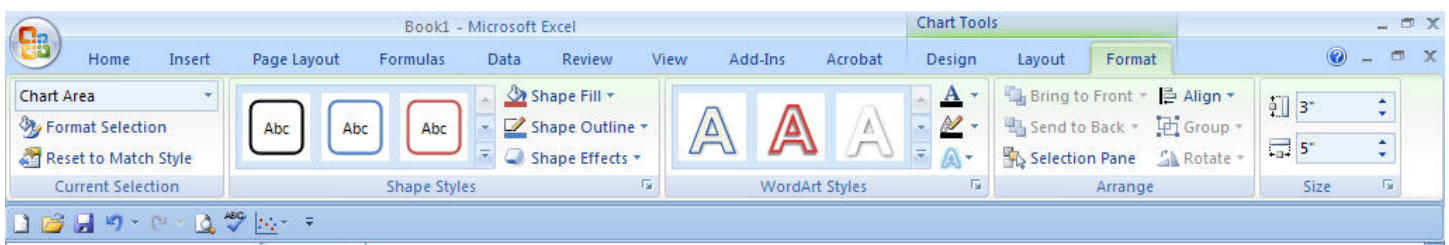
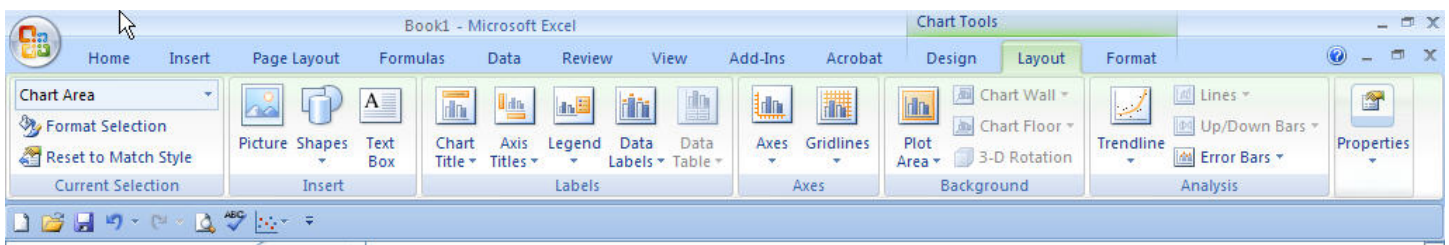
Notice that when this happened, the menu bar changed to look something like this:



And three sub-menus appeared under the words Chart Tools:



These three menus give you a great deal of control over the appearance of your graph. The **Design** menu is above and here are the **Layout** and **Format** menus respectively:



These menus will enable you to play with your graph to your heart's content – adding titles, legends, 3D look etc. I hope this is of some value as you switch to 2007. Overall I like what it can do but am not yet a big fan of the new menu system, and would urge you to think about adding a Quick Launch toolbar in every program in Office.

Hydrolysis of $\text{Cr}(\text{en})_3^{3+}$

