

Using Excel[®]

You will need to plot your temperature data in Microsoft EXCEL to graph your temperature curve. Follow the steps below to create you curve. (Ask teacher if you have difficulty)

1. Open a new spreadsheet. Label cell 1A “Time” and cell 1B “Temperature”.
2. Starting in cell 2A, enter your time data down the column. Repeat in cell 2B with your temperature data. Delete/omit the word mix and leave that cell blank.
3. Highlight both columns, including headings and all data only. Go to main menu, “insert”, “chart”.
4. Choose “XY(scatter)” and click “Next”. Click “Next” again.
5. Choose the “Titles” tab and enter the following:
Chart Title: “Name of Graph”
Value (X) axis: Time
Value (Y) axis: Temperature
6. Click “Finish”. You may increase the size and placement of your graph if you wish, but make sure it all fits on one page.
7. Make adjustments to your graph using the suggestions below.
8. Save as “your initials” to the computer desktop for future reference.

When graphs are to be done, use Excel (or an equivalent spreadsheet) and attach the graph(s) to the report.

- a. A graph should be on a separate page from the data and fill a sheet of paper.
- b. All graphs will be a scatter (x-y) plot with data points. When a regression line is required, lay it over the data points. If a regression line is not required, the “smooth curve” with the data points is usually appropriate. Curve fitting is usually not appropriate.
- c. Turn the “legend” off for a single series plot.
- d. There should be NO background shading on the graphs.
- e. Make sure the graph has both horizontal and vertical grid lines with major and minor ticks. Appropriately scaled, the data points “fill” the entire graph.
- f. All graphs contain an appropriate title [which tells something about what you are finding out from the graph] and each axis is identified with labels and correct units. A title simply stating the labels on each axis (i.e. distance vs. time) is NEVER acceptable.
- g. Use Greek symbols, superscripts, and subscripts appropriately in titles and labels.