

## Graphing Data in an Excel Spreadsheet

- \_\_\_\_\_ In cell c4 type Data Collection Table <enter>
- \_\_\_\_\_ In cell c4 make it 14pt. Font bold
- \_\_\_\_\_ In cell a10 type Location <enter>
- \_\_\_\_\_ List the locations in column a
- \_\_\_\_\_ Drag your mouse over the list to highlight it. Hit the *I* Button to put the list in italics.
- \_\_\_\_\_ In cell b10 type February 5, 2003 (DO NOT Abbreviate) <enter>
- \_\_\_\_\_ Click on cell b10 again and drag your mouse over to g10. Hit the B button on the tool bar to bold it.
- \_\_\_\_\_ **While b10 – g10 is still highlighted** format the cells for the date by clicking on Format in the top menu bar and then on Cells
- \_\_\_\_\_ In the Number section click on Date (under Category) and on 3/4/97 (under Type) <ok>
- \_\_\_\_\_ Click on b10 again and highlight over to g10
- \_\_\_\_\_ Click on Edit in the top menu bar / Fill/ Series (excluding weekend)
- \_\_\_\_\_ Under Date Unit click on Weekday <ok> Notice that the dates are filled in for you.
- \_\_\_\_\_ In cell c23 type Percent of Dish Covered Table <enter>
- \_\_\_\_\_ In cell c23 make it 14pt. Font bold
- \_\_\_\_\_ File/Save as go to the students' folder on the desktop & then open your section folder
- \_\_\_\_\_ Use your last name along with "bacteria lab" for your file name.

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\_\_\_\_\_ Enter your data from your reading for the 6 days

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- \_\_\_\_\_ When finished, click on A10 and highlight over to G10. All of your labels will now be highlighted.
  - \_\_\_\_\_ Press Ctrl-C to copy
  - \_\_\_\_\_ Click on A25 and press Ctrl-V to paste a copy of your dates.
  
  - \_\_\_\_\_ Repeat the procedure, but this time copy your locations. Can You Do It? . . . Yes You Can!
  - \_\_\_\_\_ In order to indicate your data as percents, you will divide the data in the first chart by 2. Click on cell B26. Type the following formula. REMEMBER THAT A FORMULA IS ALWAYS PRECEDED BY AN EQUALS SIGN. NO SPACES!  
=b11/2 <enter> (this asks the computer to divide the number in cell b11 in half and put the result in the b26 location.)
  - \_\_\_\_\_ You could put the formula =b12/2 in cell b27 and the formula =b13/2 in cell b28. However, you can ask the computer to do this work for you. Click in cell b26 again (this is where you entered the formula). Drag your mouse to highlight to cell g26 and then down to g36.
  - \_\_\_\_\_ Click on edit in the top menu bar. Click on Fill / Down then click on Fill / Right. The formula will be filled into the other cells and you will get data that is half of the value of the other data.

**Be sure to save your work! Ctrl-S**

- \_\_\_\_\_ Now you can make graphs from your second set of data showing the percent covered in each location on a given date. Click on cell A25 and highlight all of your data including locations.

- \_\_\_\_\_ Click on the Chart Wizard icon in the icon toolbar at the top of the screen. Select Line and use the one that is already highlighted. Next. Next. In the Chart Title box type: Bacteria Growth Rate: Line Graph.
- \_\_\_\_\_ In Value (X) box type: Dates <next>
- \_\_\_\_\_ In Value (Y) box type: Percent of Dish Covered <next> Finish
- \_\_\_\_\_ Click in the white part of the chart and drag it under your data.
- \_\_\_\_\_ Highlight from A25 to G36 again. Click on the Chart Wizard. Choose Column and use the one that is highlighted <next>
- \_\_\_\_\_ Click Next again. Chart title: Bacteria Growth Rate: Column Graph
- \_\_\_\_\_ In Value (X) box type: Dates <next>
- \_\_\_\_\_ Value (Y) Axis: Percent of Dish Covered
- \_\_\_\_\_ Click Next and then Finish
- \_\_\_\_\_ Drag this chart under your other chart.
- \_\_\_\_\_ Resize both graphs as needed
- \_\_\_\_\_ Type your names in cell H1 and your section in Cell h2
- \_\_\_\_\_ Click on File/ Print Preview to be sure that your data fits on one page, and the charts fit on a second page. Adjust the size of your charts so they will fit.
- \_\_\_\_\_ File/Print Ok