

7th Grade Science
Hatching Brine Shrimp
Graphing Data in an Excel Spreadsheet

- _____ Students/ExcelGraphBrineShrimpTempl FOR DIRECTIONS
- _____ Students/ GraphBrineShrimp FOR EXCEL TEMPL
 - _____ At Top Menu w/ View drag to Header and Footer
 - _____ At Page Setup Window at center click on Custom Header button
 - _____ Click at Left section type YOUR Name w/ enter and then YOUR Section #
 - _____ Click at Center section type title:” Growth Rate of Microorganisms”
 - _____ Click At Right section type Today’s date (xx/xx/xx)
 - _____ Then click top right OK button and _____ bottom right OK button.
- _____ Now save you file using File Save As:
 - _____ Navigating to the Desktop by clicking on the top yellow folder w/ up arrow.
 - _____ Then open Students folder and
 - _____ Then open YOUR section folder.
 - _____ At bottom File Name window select everything and type: Last name-shrimp

- _____ In cell b1 type Oct 2, 2002 <enter> (the date format is preset for 3/4/97 style) or you could:
 - _____ *Click on cell b1 and drag your mouse over to g1*
 - _____ *To Format the cells for date click on Top Menu Bar Format and drag to Cells and click*
 - _____ *In the Number Category window click on Date & in the Type window click on 3/4/97 <ok>*

 - _____ *To Format cells for weekdays only Click on b1 again and highlight over to g1 again*
 - _____ *At Top Menu Bar click on Edit/ Fill/ Series (excluding weekend)*
 - _____ *Under: Series in Rows, Type Date, Date Unit Weekday and then click <ok>*
 - _____ *(Notice that the dates for weekdays are filled in for you.)*

- _____ Enter your data from your readings for the 5 days by clicking in and starting at B2
 - _____ Pressing the Tab Key after each entry will bring you to the cell to the right.
 - _____ Pressing the Enter Key at end of each row will bring you down to next row.
- _____ When finished, click on A1 and highlight over to G1 and down to G12. All of your labels and data will now be highlighted.
- _____ Press Ctrl-C to copy
- _____ Click on A15 and press Ctrl-V to paste a copy of your data

- _____ In order to indicate your data as percents, you will divide the data in the first chart by 2. Click on cell B16. Type the following formula. REMEMBER THAT A FORMULA IS ALWAYS PRECEDED BY AN EQUALS SIGN. NO SPACES!
=b2/2 <enter> (this asks the computer to divide the number in cell b2 in half and put the result in the b16 location.)
- _____ You could put the formula =b3/2 in cell b17 and the formula =b4/2 in cell b18. However, you can ask the computer to do this work for you.
Click in cell b16 again(this is where you entered the formula). Drag your mouse to highlight to cell G16 and down to G26.
- _____ 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

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Creating Graphs:

- _____ 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 A15 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. Select radial button for Rows
- _____ Next. In the Chart Title box type: Shrimp Hatching Line Chart.
- _____ In Category (X) axis box type Dates.
- _____ In Value (Y) box type: Percent
- _____ <next> Finish
- _____ Click in the white part of the chart and drag it under your data.
- _____ Highlight from A15 to G26 again. Click on the Chart Wizard. Choose Column and use the one that is highlighted <next>
- _____ Select in the Radial button for Rows
- _____ Click Next again and type:
 - _____ Chart title: Shrimp Hatching Column Chart
 - _____ Value (X) axis Dates
 - _____ Value (Y) Axis: Percent
- _____ Click Next and
 - _____ Select in Radial button as New Sheet.
 - _____ then Finish
- _____ Click on File/ Print Preview to be sure that your charts and data fit all on two pages.
- _____ Adjust the size of your charts so they will fit.
- _____ File/Print Ok