

Microsoft Excel Info for Excel 2016/2019

Simple linear Plot

1. Don't label columns - we will do this after the plot is generated.
2. Enter x values in the first column, A. Enter y values in the second column, B.
 - Enter the values without units
 - To enter a value in scientific notation, use e NOT x10 (e.g. $0.0056 = 5.6e-3$)
3. Highlight (select) both columns
4. Go to "Insert" tab at top and select "Insert Scatter (X, Y) or Bubble Charts" under "Charts"
 - Select "Scatter" (looks like individual data points)
5. Click on the + sign next to the plot and select the following chart elements: Axes, Axis Titles, Chart Title, and Trendline.
6. Click on the right arrow next to Trendline:
 - Select "more options" to open the "format trendline" menu
 - Select linear, then check the box for "display equation on chart"
7. Click on the Chart Title and give the plot an appropriate name.
8. Click on the x and y "axis title" labels, and enter appropriate labels. Include units if appropriate.
 - For the y title, you may also want to select horizontal for the text direction.
9. If your x values are at the top of the plot, you can move them to the bottom by right – clicking on them to open the "Format axis" menu
 - Select "labels" under the "Axis Option" menu.
 - Select "low" for the label position.

Microsoft Excel Info for Excel 2010 (works for Excel 2007)

Simple linear Plot

1-3 same as above

4. Go to "insert" tab at top and select "scatter" under "charts"
 - a. Select "scatter with only markers" (looks like individual data points)
5. Go to "layout" tab at top and select "Chart title"
 - "above chart" and give the plot an appropriate title
6. From "layout" also select "Axis titles"
 - a. "Primary horizontal axis title" ➤ "title below axis" and enter a label for the x axis (with units if appropriate). E.g. $1/T (K^{-1})$
 - b. "Primary vertical axis title" ➤ "horizontal title" and enter a label for the y axis (with units if appropriate). E.g. $\ln k$
7. Right click on any data point and select "add trendline"
 - a. Select linear, then check the box for "display equation on chart"
8. To get rid of the "series 1 and linear" legend, just select it and hit delete
9. If your x values are at the top of the plot, you can move them to the bottom by selecting "Axes" from the "layout" tab then "primary vertical axis" ➤ more primary vertical axis options (at bottom)
 - Click in the "axis value" box under "horizontal axis crosses" and type in the number at the bottom of the y axis (e.g. -7)