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

Simple linear Plot

1. On your computer, open a new spreadsheet in Microsoft Excel.
   - Don’t label columns - we will do this after the plot is generated.
2. Enter x values in first column. Enter y values in the second column.
   - Enter the values without units
   - To enter a value in scientific notation use e NOT \times 10 (e.g. 0.0056 = 5.6e-3)
3. Highlight (select) both columns
4. Go to “insert” tab at top and select “scatter” under “charts”
   - 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”
   - “Primary horizontal axis title” “title below axis” and enter a label for the x axis (with units if appropriate). E.g. 1/T (1/K)
   - “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 one of the data points and select “add trendline”
   - Select linear, then check the box for “display equation on chart”
9. If your x values are at the top of the plot, you can move them to the bottom by selecting “Axes” under the “Layout” menu then “primary vertical axis” more primary vertical axis options (at the bottom of the window)
   - 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)
10. To get rid of the “series 1 and linear” legend, just select it and hit delete

Newer Excel versions:
- Proceed with number 1-3 above.
- For number 4, “Charts” is a tab at the top of the insert toolbar. Click select the scatter plot with no lines connecting “Marked scatter”.
- Select the correct “Quick Layout” at the top left to add axis titles and a trendline.
- Or you can click on the + sign to add axis titles and a trend line. Make sure to select Display equation on chart under more options
- To move the x axis values below the plot, right click on the x axis and select axis options, scroll down to labels and select low for the label.