Basic Microsoft Excel Directions

1- Log on to your computer and find the Microsoft Excel icon, click & open a blank worksheet.

2- Scroll over the top of the A column and where A column meets B column, expand the A column to allow room to type a title for your first set of data.

3- Repeat this step but with the B and C columns. This will provide space for those sets of data as well.

4- Enter your titles for each column. (Used: Car 1 Speed & description of this cars features) I did the same for the other two cars and included changes I made to improve the car’s performance)

5- Begin with column A and enter your data for car 1. The data will be located in the speed columns of your data sheets in the packet. Enter just the numbers for your data and noting more in cells A-2 to A-4

6- Continue entering speed data for cars 2 & 3 in the appropriate columns. Car 2 = Cells B2-B4, Car 3 = Cells C2-C4

7- Once all data is entered, highlight all boxes that have any information, including your titles.

8- Locate the “Insert” tab at the top of the page & click on it

9- Find the “Charts” section in the middle of the tab, click on the line graph option.

10- This should give you a basic graph of all of your data. (Please look at your graph to make sure it graphed the intended numbers.)

11- Make sure that your graph has a title, labeled X and Y axis, and a key for each line. You may need to insert a text box in order to label each of these items in some cases.)