

Microsoft Excel Tutorial

Geology/Earth Science

Mr. Traeger

Name: _____

Period: _____

Date: _____

Purpose

Microsoft Excel is commonly referred to as a spreadsheet program. Microsoft Excel is used in science to do math problems and to make graphs. Because of this, it is a very important program to learn for this class, future science classes, and potential employment in the future.

Materials

- Computer
- Microsoft Excel Program

Procedure

Log on to the computer and open Microsoft Excel in the Applications Window. Follow the procedures for each part.

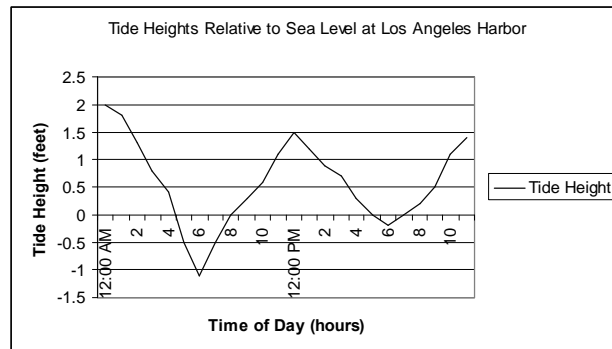
Part A: Making a Line Graph

1. Click on the **Sheet 1** tab in the lower left hand corner of the spreadsheet.
2. Enter the following data into **Sheet 1**. You should start in cell **A1** at the upper left corner.

Tide heights relative to sea level at Los Angeles Harbor (feet)

Time	1	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Height	2.0	1.8	1.3	0.8	0.4	-0.5	-1.1	-1.5	-0.0	0.3	0.6	1.1	1.5	1.2	0.9	0.7	0.3	0.0	-0.2	0.0	0.2	0.5	1.1	1.4

3. Now, select **Insert, Chart** or click on the multicolored Chart Wizard button on the toolbar.
4. Under **Chart Type**, click on **Line**.
5. Highlight the **Chart Sub Type** that is in the upper left hand corner.
6. Click on **Next**.
7. Click on **Series** at the top.
8. Click on **Add**.
9. Under **Name**, type in %Tide Height.+
10. Under **Values**, click on the icon with a red arrow on the right side of the value field.
11. Place your cursor in the cell with the first height value.
12. Click and hold your mouse button and drag the cursor to the right. You should go all the way to the last value. Make sure you do not include the information in the other rows.
13. Release your mouse button and hit **Enter**. Notice that it has started drawing the graph for you in the **Source Data** window.
14. Under Category (X) axis labels, click on the icon with a red arrow on the right side of the value field.
15. Place your cursor in the cell with the first time value.
16. Click and hold your mouse button and drag the cursor to the right. You should go all the way to the last value. Make sure you do not include the information in the other rows.
17. Release your mouse button and hit **Enter**. Now you are back in the **Source Data** window.
18. Click on **Next**.
19. You are now back in the Chart Wizard, step 3 of 4. Click on the **Titles** tab.
20. Type in the title of your chart where it says **Chart Title**.
21. Type in your X axis label where it says **Category (X) axis**. Don't forget the units!
22. Type in your Y axis label where it says **Value (Y) axis**. Don't forget the units!
23. Click on **Next**.
24. Under the Chart Wizard, step 4 of 4, select **as object in:** sheet 1.
25. Click on **Finish**.
26. Your graph should look something like the graph to the right.
27. You can move your graph around by putting your cursor on the graph, holding the mouse button down, and moving the graph around the page. Move your graph up near your data table on the far left side.



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28. Save your work to your network directory by selecting **File, Save As**.
29. Under **Save in**, select your network drive in the drop down menu. It's the one with your student ID number.
30. Under **File name**, type in %exceltutorial_yourname+and click **Save**.

Part B: Making a Double-Bar Graph

1. Enter the following data into **Sheet 1**, just under the line graph you just made.

Rainfall in Downtown Los Angeles (inches)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1998	4.12	13.68	4.06	0.97	3.10	0.05	0.00	0.00	0.01	0.00	1.32	0.54
2001	5.59	8.87	1.17	1.11	0.00	0.00	0.00	0.00	0.00	0.06	1.42	1.38

2. Now, select **Insert, Chart** or click on the multicolored Chart Wizard button on the toolbar.
3. Under **Chart Type**, click on **Column**.
4. Highlight the **Chart Sub Type** that is in the upper left hand corner.
5. Click on **Next**.
6. Click on **Series** at the top.
7. Click on **Add**.
8. Under **Name**, type in %1998 Rainfall.+
9. Under **Values**, click on the icon with a red arrow on the right side of the value field.
10. Place your cursor in the cell with the first value for 1998 rainfall.
11. Click and hold your mouse button and drag the cursor to the right. You should go all the way to the last value. Make sure you do not include the information for the other rows.
12. Release your mouse button and hit **Enter**. Notice that it has started drawing the graph for you in the **Source Data** window.
13. Under Category (X) axis labels, click on the icon with a red arrow on the right side of the value field.
14. Place your cursor in the cell with the first month (January).
15. Click and hold your mouse button and drag the cursor to the right. You should go all the way to the last value. Make sure you do not include the information for the other rows.
16. Release your mouse button and hit **Enter**. Now you are back in the **Source Data** window.
17. Repeat steps 7 through 16 by substituting %2001 Rainfall+for %1998 Rainfall.+
18. Click on **Next**.
19. You are now back in the Chart Wizard, step 3 of 4. Click on the **Titles** tab.
20. Type in the title of your chart where it says **Chart Title**.
21. Type in your X axis label where it says **Category (X) axis**. Don't forget the units!
22. Type in your Y axis label where it says **Value (Y) axis**. Don't forget the units!
23. Click on **Next**.
24. Under the Chart Wizard, step 4 of 4, select **as object in:** sheet 1.
25. Click on **Finish**.
26. Your graph should look something like the graph to the right.
27. You can move your graph around by putting your cursor on the graph, holding the mouse button down, and moving the graph around the page. Move your graph up near your data table on the far left side.
28. Re-save your work to your network directory by selecting **File, Save**.
29. Now, reposition your graphs so that they will fit on one page for printing. Do not worry about whether or not the data tables will fit on the page.
30. Put your cursor in one of the cells and type your name and period number. **I will not accept this assignment unless you have typed your name into the document!**
31. Check that the graphs will fit on one page by selecting **File, Print Preview**.
32. If everything looks good and it will all fit on one page, select **Print** in Print Preview. Select **OK**.
33. Check the printer near the circulation desk to see if your page printed.
34. Turn the printed page into me. Make sure that you have both the line and bar graphs printed.
35. Close Microsoft Excel and log off of your computer.
36. You may keep this instruction sheet for future reference. You can apply these basic steps to any graph.

