

## Graphing Using Microsoft Office

Follow the given instructions:

1. Open "Word"
2. Click on "Insert"
3. Double click on "Chart"
4. Select the type of graph you would like to use.
5. Click on "Edit Data" – a spreadsheet appears
6. The first column represents the independent data
7. The first row represents the headings of our dependent data
8. A data table can be increased by dragging the table down to increase the number of rows and across to increase the number of columns.
9. If you wish to delete a row or column find the delete command in the upper right part of the headings. Click on the Arrow and select what you want done. Note – make sure that you have selected a cell in the row or column that you want deleted.
10. To change or modify the data just click on the "Edit Data" command.
11. You can change the color of your data by selecting the graph menu.
12. Once you have selected your design you now may consider "Layout and Format"