HELP USING EXCEL

1. Go to "start" in the lower left corner of the screen – click on "programs", Microsoft Excel (If you don't see it, click on Microsoft Office first). Open the program ☺

2. The program will open a new "book" automatically – it looks like this:

	A	B	C	D
1				
2				
3				
4				

3. Enter your column headings in the top row. See the example below:
   - If heading needs more room, expand the column by clicking at the end of the column, waiting until the cursor looks like an (I) and dragging the line to the left until the column in the width you want

	A	B	C	D
1	# birds	Temp	Trial #1	Whatever!
2				
3				
4				

4. Enter your data in the correct columns and save your finished book or "spreadsheet"
   - you can add more data later if you collect it

5. You can organize your data by highlighting a column and clicking on the "Data" menu at the top of the screen and click on "sort"….play around with your options
   - If you don't like the result, click on "Edit" - "undo…." and your spreadsheet will return to its original set up

6. This program can also help you with data analysis. Highlight the data you want to analyze and click on the "Tools" menu then "data analysis"….play around with your options
   - If you don't like the result, click on "Edit" - "undo…." and your spreadsheet will return to its original set up
   - None of the fancy statistical analysis will help you understand your investigation unless you know what the statistic is used for, what the result of the analysis mean and ARE ABLE TO DISCUSS IT IN YOUR CONCLUSION
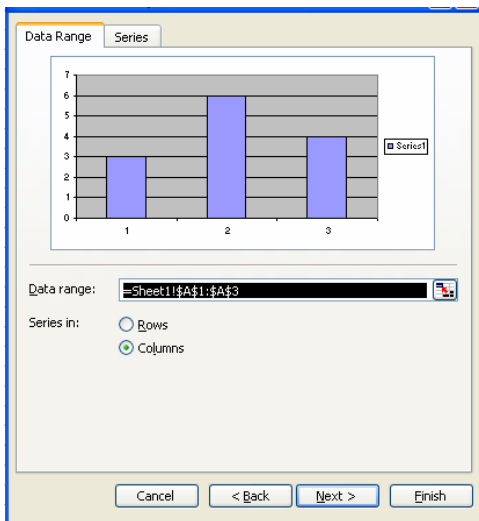
7. To display your data in a graph, highlight the data you want to display (you may NOT want to display all of it) and click on the mini bar graph at the top of the page – the "Chart Wizard" – it looks a little like this
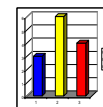
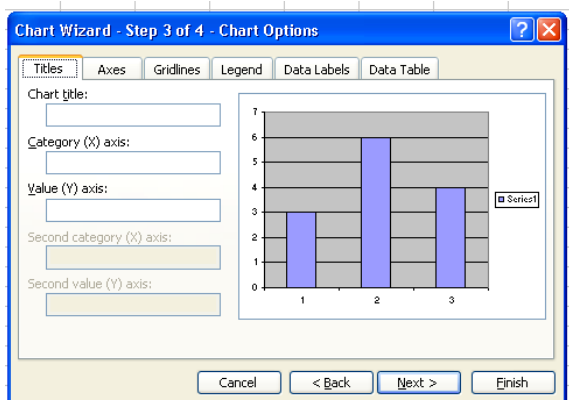8. It will automatically let you choose the type of graph (chart) you want
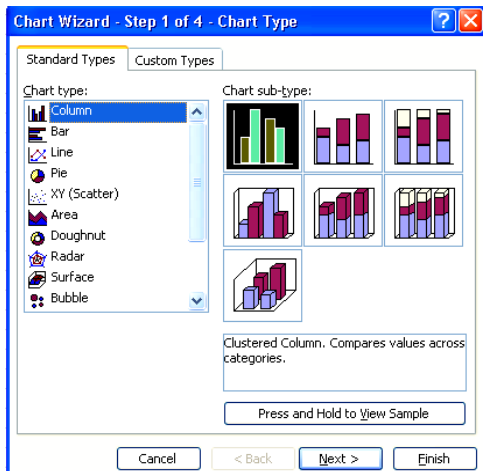
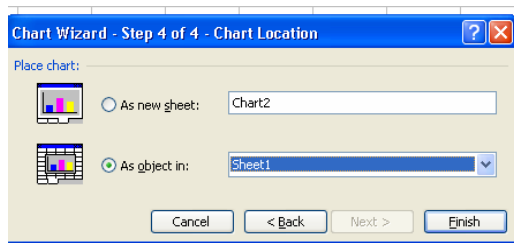9. When you have chosen the type you want, click "Next" and you will see this

10. Skip the steps on this screen by clicking "Next" – you may come back to this later

11. Now the screen will look like this- add your title and label the axes (Y is up and down, X is the bottom) and click "Next"

12. When you see the screen below, click on "As new sheet"

13. When you have your final chart, you can right click on the background and change the background color to white (it save a lot of printer ink and your graph looks better).
- You can also point to parts of your graph until just one data point is outlined in little boxes – right click and chose "format data point" – you can choose the colors you want
- If you are making a display board choose bright, contrasting colors that match the rest of your display
- You can also make the chart larger by "pulling" on one of the graph corners

14. Sometimes there are other things you want to do with this that you cannot figure out on your own…try these steps
- ask for help – Mrs. Webb, some students and parents may have more experience than you
- sketch out a hand drawn draft of the graph you want so that it's easier to help you
- click on the "Help" menu and search for the topic you need help with
- use trial and error – try different formats and buttons, remember, you can always hit "Edit", 'Undo….."
- Think of what you are trying to accomplish – is this graph to help YOU better understand the results of your scientific investigation or are you trying to make a simple graph to help OTHERS understand your result? Different graph styles and data analysis accomplish different purposes.