(Windows 7 / Microsoft Office 2013)

Step 1: Open Microsoft Excel

(Start > All Programs > Microsoft Office > Microsoft Excel 2013)

Step 2: Title Columns in Row 1

(Click the Tab button on the keyboard to move to the next column)

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(Windows 7 / Microsoft Office 2013)

Step 3: Format Column Widths

X

(Click on the box between A and 1 to highlight the entire sheet, then double click the mouse between columns A and B when you see a black +)

Step 4: Enter Data

(Hit the Enter key on the keyboard to advance to the next cell in the same column.)

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Ready

(Windows 7 / Microsoft Office 2013)

Step 5a: Format Cells in Columns B through D to Reflect # of Decimal Points in Data

(Right-click on the letter above the column that you want to format)

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Step 5b: Format Cells in Columns B through D to Reflect # of Decimal Points in Data

(Click on Format Cells)

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(Windows 7 / Microsoft Office 2013)

Step 5c: Format Cells in Columns B through D to Reflect # of Decimal Points in Data

(Click on Number under the Number tab)

Step 5c: Format Cells in Columns B through D to Reflect # of Decimal Points in Data

(Change the number of decimal places from two to whatever you need))

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(Windows 7 / Microsoft Office 2013)

Step 5e: Format Cells in Columns C & D to Reflect # of Decimal Points in Data

(Click OK)

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Step 6: Highlight the Data that you want to Graph

(Click in Cell A1 and drag to Cell A37, hold down the Ctrl key on the keyboard, click the cell in row 37 of the data you want to graph against Atomic Number, then drag to the cell in row 1 at the top of that column)

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1	55	3.34	3.894	0.79					
2	56	2.78	5.212	0.89					
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4	82	1.81	7.416	2.33					
5	83	1.63	7.289	2.02					
6	84	1.53	8.41	2					
7	85	1.43		2.2					

(Windows 7 / Microsoft Office 2013)

Step 7: Click on the Insert Ribbon

Step 8: Click on Scatter

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(Windows 7 / Microsoft Office 2013)

Step 9: Click on Scatter

Step 10: Click on Move Chart on the Design tab





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Rosenthal, Stacy -

(Windows 7 / Microsoft Office 2013)

Step 11: Click on the Radio Button Next to New sheet

Step 12: Name Your Graph Accordingly, then click OK

(Example: Atomic Radius, Ionization Energy, and Electronegativity)

Move Chart	X Move Chart	? ×
Choose where you want the chart to be placed:	Choose where you want the chart to be placed:	
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OK Cancel	ОК	Cancel

(Windows 7 / Microsoft Office 2013)

Step 13: Click on the existing chart title, type a new title, hit Enter

Step 14: Click on Add Chart Element on the left side of the Design tab



(Windows 7 / Microsoft Office 2013)

Step 15: Add a Horizontal Axis Title

(Click on Axis Titles, then on Primary Horizontal (X) Axis Title, and then edit the title as needed)



Step 16: Add a Vertical Axis Title

(Click on Axis Titles, then on Primary Vertical (Y) Axis Title, and then edit the title as needed.)

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(Windows 7 / Microsoft Office 2013)

Step 17: Remember to Add the Unit of Measurement to your Vertical Axis Title

Step 18: Double-check your work, then save and print

Atomic Radius = Angstroms

Ionization Energy = V

