STEPS TO CREATE A LINE GRAPH

GRAPH THE CLOSING PRICE FOR A SINGLE SHARE

1. Open Excel

2. Column A – List (days and dates of the week) X Axis (Rows 1 across [horizontal] to 5)

3. Column B – List (price per share) Y Axis (Rows 1 down [vertical] to 5)

4. With mouse, highlight both columns so that all of your text is highlighted. Do **NOT** include any extra cells or rows which do no contain information. This will skew your graph.

5. From the menu, now select **Insert ---> Chart**.

6. The Chart Wizard will appear. Ensure that the Line Graph is selected and the 4th chart (2nd chart down on the left) in the Sub-Type area is selected. You will be using this graph for all of your Line Graphs.

7. After you have your graph selected, hit **Next**.

8. Hit **Next** again.

9. Enter in Chart Title, Category (X), and Category (Y) Titles. **DO NOT HIT NEXT YET.**

10. Now find the tab marked "*Data Labels*" and click on it. Check the box next to "*Value*." **DO NOT HIT NEXT YET!**

11. Now find the tab marked "*Legend*" and click on it. Now **un-check** the box next to "Show Legend."

12. Now Hit **Next**.

13. Hit **Finish**.

Your graph will now appear in the excel spreadsheet.

****DO NOT DELETE ANY OF THE INFORMATION IN THE ACTUAL EXCEL SPREADSHEET. YOU WILL DELETE OR DESTROY YOUR GRAPH*****

14. Hold your mouse over the Y Axis and double click. The **Format Axis Box** should now appear. Find the tab marked "*Number*."

15. On the Number tab, you will need to change the category to **Currency**. Once Currency is selected, you need to increase the decimal places to **3**. Lastly, under **Symbol** hit the drop down box to change to "**None**."

16. Hit Ok.

17. Now hold your mouse over one of the Data Labels (the stock values over the bars on the graph) and double click. The **Format Data Labels Box** should now appear. Find the tab marked "*Number*."

18. On the Number tab, you will need to change the category to **Currency**. Once Currency is selected, you need to increase the decimal places to **3**. Lastly, under **Symbol** hit the drop down box to change to "**None**."

19. Hit Ok.

20. Save and send to your captain.

MAKING HARD COPIES
Now your chart is ready to be copied into word. Make sure you save your work in Excel just in case something goes wrong or else you will have to repeat the whole process again.

21. With your Excel spreadsheet still open, open up a Word Document.

22. Click back into Excel and click on your Bar Graph. While the graph is selected, use the keyboard and hit (at the same exact time) the **CTRL** and **C** keys.

23. Click back into Word and hit (at the same exact time) the **CTRL** and **V** keys. Your graph will be copied into the document.

24. Before your print, you will need to change the page setting to **Landscape** to accommodate the size of the graph.