☆MSTAR
INTERVENTION

Directions for Creating an Excel Graph

The following are instructions for using excel to graph student progress for Windows Excel 2007 for both Mac and PC programs. If a step differs due to the type of computer, it is noted within the step.

1. Enter the title "DATES" in column A, row 1.

2. Fill in the dates below the "DATES" heading that correspond to the dates the fact practices were administered.

3. Enter the title "NUMBER CORRECT" in column B, row 1.

4. Fill in the number correct that corresponds to the date.

5. Highlight the two columns completely. (See Screenshot.)

6. For Mac Users: Click on "CHARTS" heading in the Excel toolbar. (See Circle.) For PC Users: Click on "INSERT" in the toolbar

7. Click on the subheading "LINE." (See Circle)

8. Select the first graph "LINE." (See Brackets.) Be sure the name "LINE" will appear on the far left of all of the subheadings in place of "Change Chart." (See Arrow.)

Note that it has 2 lines in the picture, but this is not a problem and only one line will appear.
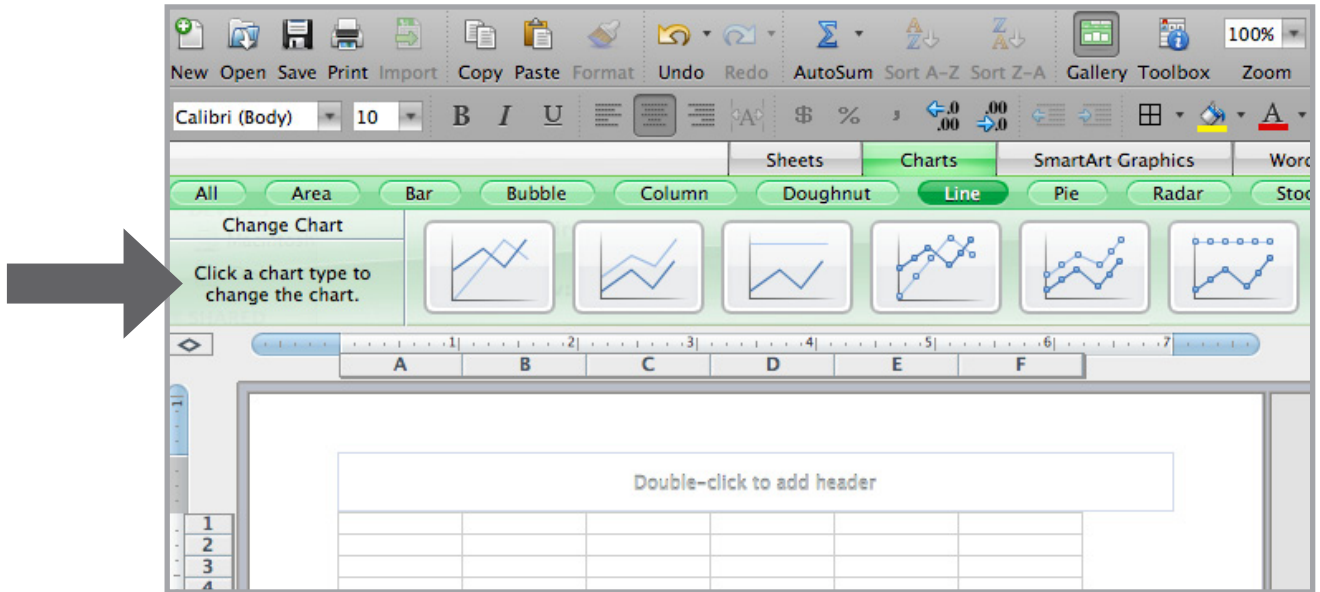
9. The graph should resemble the screenshot below:
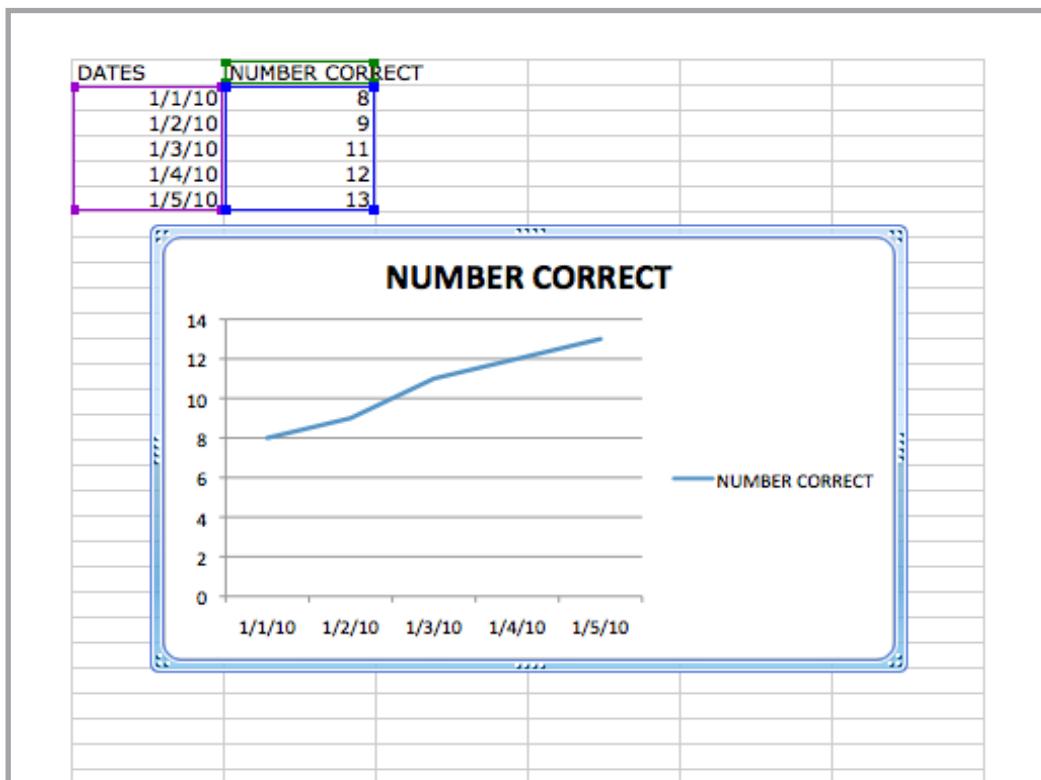
10. If the graph does not look like the screenshot:

For Mac Users:

a. Click on "TOOLBOX" in the Excel Toolbar. A long narrow box will open on the right.

b. Find the heading "CHART DATA."

c. Make sure under "EDIT…" it says it is sorted by COLUMN. If not, click on column. (See Arrow in screenshot below.)