



HELP USING EXCEL

1. Go to “start” in the lower left corner of the computer 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 is the width you want.

	A	B	C	D	E
1	Forest Stream	Urban Stream			
2					
3					
4					

4. Enter your data for each of the three sampling sites at each stream in the correct columns and save your finished book or “spreadsheet.”

- You can add more data later if you collect it.

5. From this table, you can create a graph. Select or highlight your table.

Click on “Insert” and select “Chart.” Then select the type of graph you want to create. Alternatively, click on the mini bar graph icon at the top of the page, the “Chart Wizard,” and select the type of graph.

- Try different types of charts. The most common types are bar charts, line charts, and pie charts just as one sees them in magazines, newspapers, and on the Internet.
- Choose the chart/graph type that best shows the basic relationships in your data and the idea(s) that you may wish to emphasize. For example, line graphs can



- show growth or shrinkage over time. Bar graphs are good for comparing amounts. Pie charts can show relative size or contribution at a specific time.
- c. Select "Next" and follow the directions to label the "x" and "y" axes on your graph and give the graph a name. For example, graph name: Percent Shade Cover; "x" axis: Sampling Sites, and "y" axis: Percent Shade.

(Adapted from file provided courtesy of Sandra Webb, Mililani High School)