


Graphing Precipitation and Temperatures

1. Select Microsoft **Excel**.
2. Beginning in cell **A2**, type the names of the months in order (one per cell) vertically. Leave cell A1 blank. Move between cells by using the **Tab** or the **arrow** keys.
3. Type the data headings (**Days of Snow or Rain**, **High Temp**, **Low Temp**) in the appropriate cells. Remember to leave cell A1 blank.
4. Type the precipitation and temperature data for your city in the appropriate columns. Be careful to match the right month with the correct data.
5. Notice that this information is on **Sheet 1** (look at the tabs at the bottom of the page).

	A	B	C	D
1		Days of Snow or Rain	High Temp	Low Temp
2	Jan			
3	Feb			
4	Mar			
5	Apr			
6	May			
7	June			
8	July			
9	Aug			
10	Sept			
11	Oct			
12	Nov			
13	Dec			

SAVE the file in your F: drive!

Create a precipitation graph:

6. Select (highlight) the information you wish to graph. Start in cell **A1**, drag down over all the months, and then drag across to highlight the precipitation data.
7. Click the **Chart Wizard** icon on the toolbar and follow the steps: 
 - a. Step 1 of 4 – Chart Type – select **column**; click **Next**
 - b. Step 2 of 4 – Chart Source Data – click **Next**; do not change anything
 - c. Step 3 of 4 – Chart Options – select the **Titles** tab
 - o Title: Type **Days of Snow or Rain in City, State**
 - o X Axis: Type the name for the horizontal axis = **Months**
 - o Y Axis: Type the name for the side or vertical axis = **Number of Snow or Rain Days**Click **Next**
 - d. Step 4 of 4 – Chart Location – select **As a New Sheet**; click **Finish**

You have just created "Chart 1." SAVE it.

8. You can change the colors and font size. Double-click on the part you want to change.

Save again and **double-check** before you print.

Create a temperature graph:

Use what you learned in steps 6-8 to create a double-line graph comparing high and low monthly temperatures.

9. This time the data you want to graph is not right next to each other so you can't just highlight and drag over the columns. Instead, begin in cell **A1** and highlight the months. Next, hold down the **Ctrl** (Control) key and highlight the temperature data beginning in cell **C1**. Drag across to the data in column D without letting go of the mouse button or the Ctrl key.
10. Use the **Chart Wizard** to create a graph. Make this a **Line** graph and label the axis appropriately:
 - Title = **High/Low Temperatures for City, State**
 - X axis = **Months**
 - Y axis = **Temperature (degrees F)**

You have just created Chart 2. Save again and **double-check** before you print.