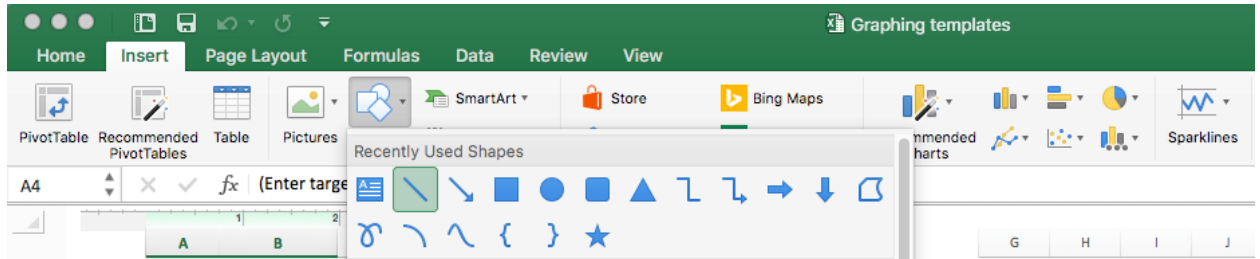


Graphing Tip Sheet

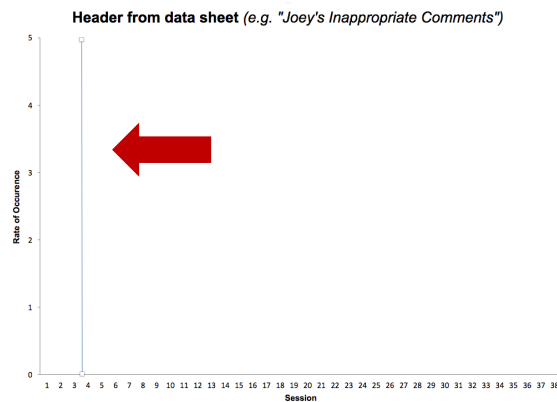
For Excel

How to add a line for a phase change

- Click “Insert”
- Then “Shapes”
- Select the line shape

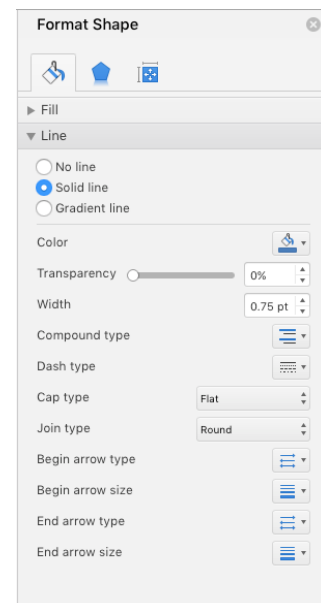


- Click and drag where you would like to place the phase change line



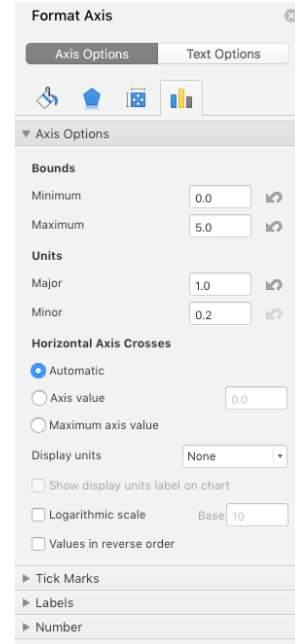
How to format a phase change line

- The color and width of the line can be changed by right clicking the line, and selecting “format shape”
- Under “Line” select “Solid line”
- To change the color, click the paint can and select a color
- To change the width, type in the number and press enter or use the arrows
- To change the dash type of the line, click the down arrow and select the dash type you would like



How to format the graph axis

- Right click the axis that needs to be formatted and select “Format axis”
- Use the menu to adjust units, display values, add tick marks, position labels, and format the numbers



How to add a trend line

- Click “Chart Design” from the top green menu
- Click “Add Chart Element”
- Select “Trendline”, then “Linear”

