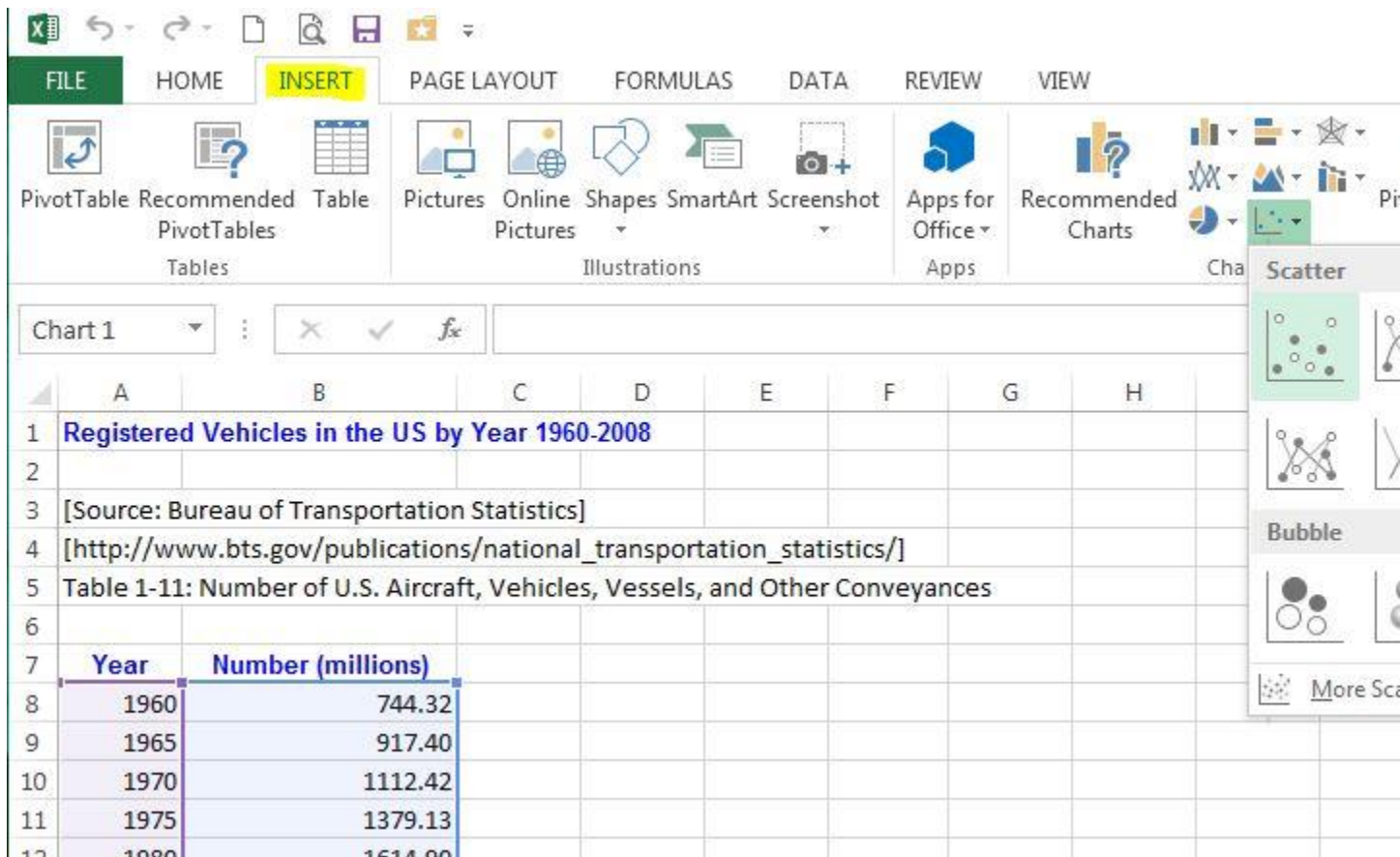


How to Make a Trendline Graph

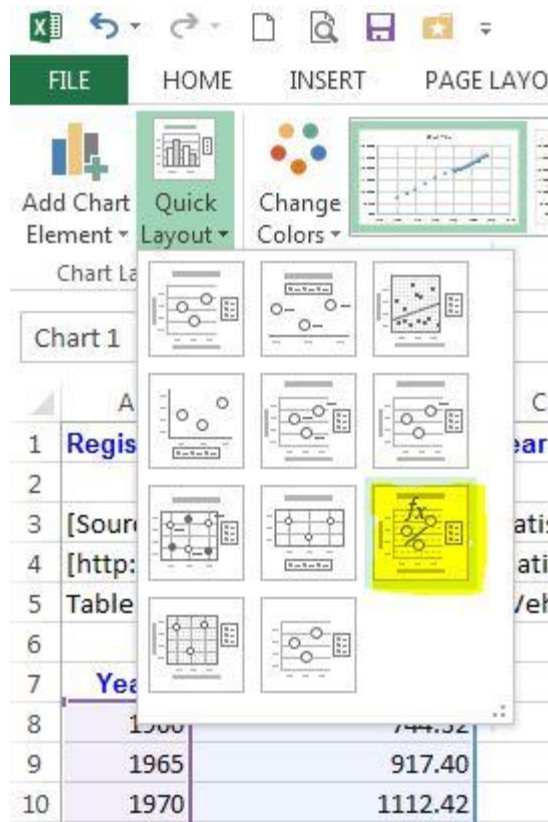
1. Select the data: To select the data for your graph click on cell A8, and then drag your cursor (it should be a thick cross) to cell B32.
2. Choose a chart type: Under the **Insert** tab click on **Scatter** located under the **Charts** group. Under **Scatter**, choose **Scatter with only Markers** (the first option). A simple graph is created.



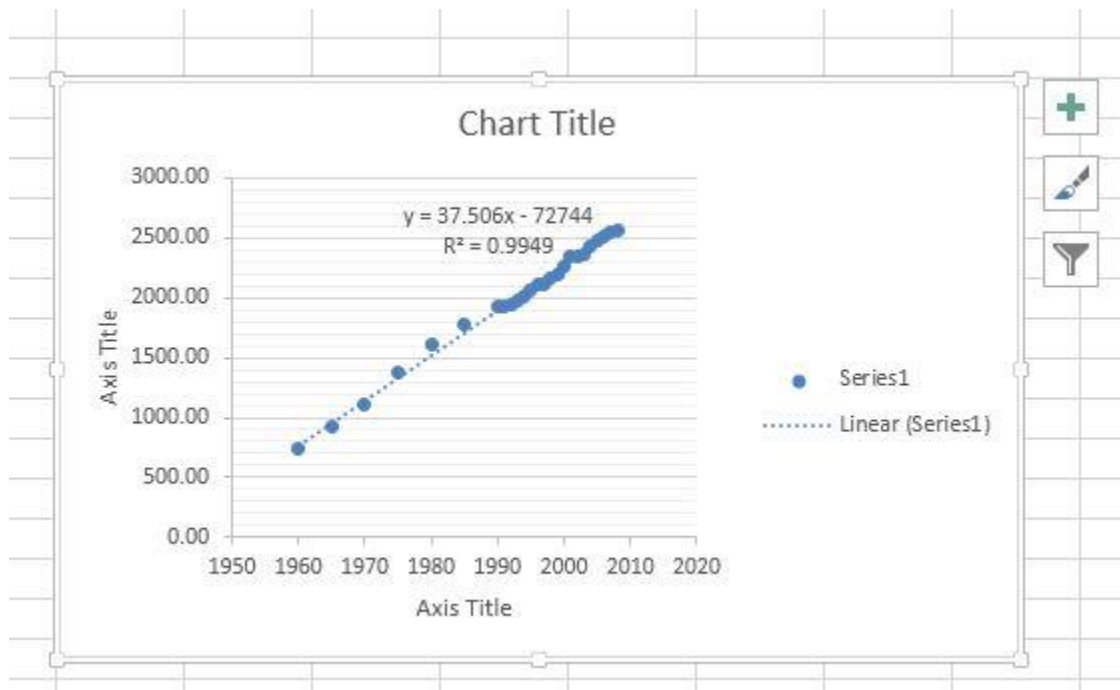
The screenshot shows the Microsoft Excel interface with the **INSERT** tab selected. The **Charts** group is expanded, and the **Scatter** chart type is chosen. The data table below is as follows:

Year	Number (millions)
1960	744.32
1965	917.40
1970	1112.42
1975	1379.13
1980	1614.80

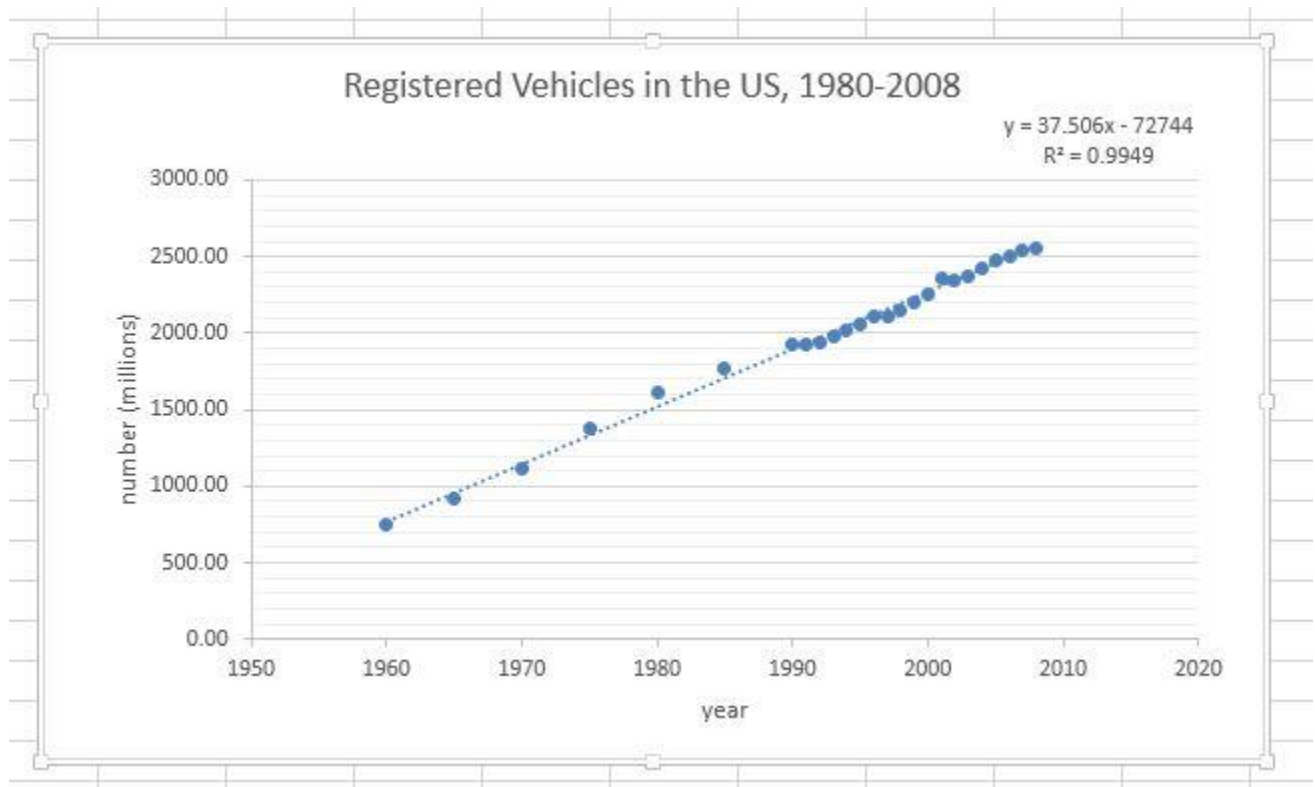
3. Choose a layout: You will need to add a title, axis labels and trendline (including the equation and r-squared value). First click on the graph to activate the **Chart Tools** menu and then choose the **Design** tab. Under the **Charts Layout** group, select **#9**. (Click on the "more" arrow to display all eleven layouts. Slide over each layout until you locate #9.)



Your graph should look like this:



4. Update titles, delete legend and move equation/r-squared value: Click on the **Chart Title** and add a descriptive title (consider who, what, where and when). Click on each **Axis Title** and label both your x-axis (horizontal axis) and your y-axis (vertical axis). If you are graphing only one series of data, always be certain to remove the legend (just click on the legend and use either the delete or backspace button). To move the equation/r-squared value slide on the text box containing both the equation/r-squared value. Once your cursor changes to "cross-hairs" press on the left mouse button and slide the text box to a location on the graph where it is easier to read.



5. Formatting: For this graph, it is suggested that you format the numbers on the y-axis to 0 places. Right-click on the y-axis (vertical axis), choose Format Axis. A side menu will appear on the right. Under "Number" change the number of decimal places to zero (0).

Format Axis

AXIS OPTIONS | TEXT OPTIONS



Maximum Auto

Units

Major Auto

Minor Auto

Horizontal axis crosses

Automatic

Axis value

Maximum axis value

Display units

Show display units label on chart

Logarithmic scale Base

Values in reverse order

TICK MARKS

LABELS

NUMBER

Category

Decimal places:

Use 1000 Separator (,)

Negative numbers:

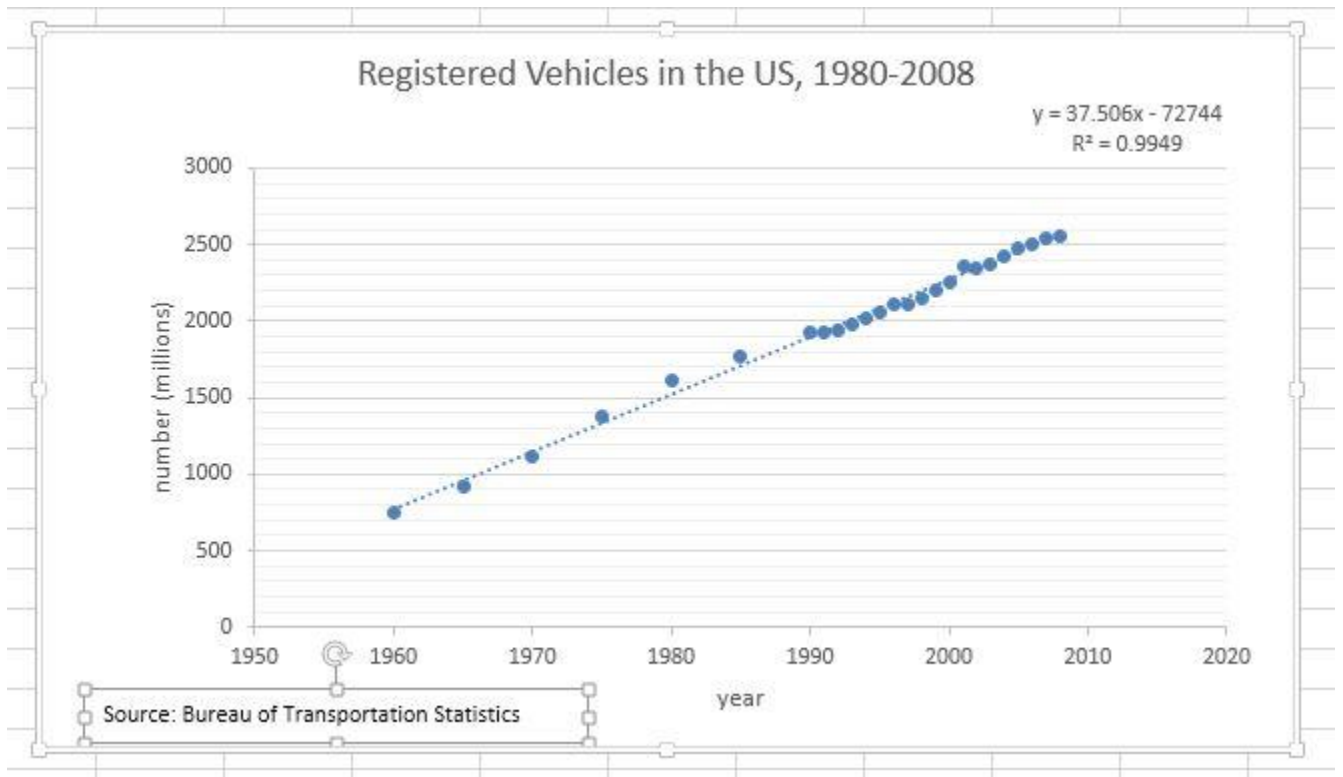
- 1234
- 1234
- (1234)
- (1234)

Format Code

Add

Linked to source

6. Add the Source: It is important to add a text box stating the data source used to create the graph. Under the **Insert** tab choose text box under the **Text** group. Draw a text box on your chart and then type in "Source:" followed by the data source. If no data source is listed, type "Unknown".



7. Additional changes: To make any additional changes to your graph, try right-clicking on the part of the graph that you would like to change. You may also want to try a different **Theme** under the **Page Layout** tab. Under the **Themes** group, slide over the built-in themes and select any of the choices. The above graph was created using the **Office** theme.

Microsoft Excel ribbon showing the PAGE LAYOUT tab. The ribbon includes options for Themes, Colors, Fonts, Effects, Margins, Orientation, and Size.

Formula bar showing "TextBox 1" and a function icon.

	A	B	C
1	Registered Vehicles in the US by Year 196		
2			
3	[Source: Bureau of Transportation Statistics		
4	[http://www.bts.gov/publications/national		
5	Table 1-11: Number of U.S. Aircraft Vehicle		