

INTEGRATED TRAINING AREA MANAGEMENT
ITAM Learning Module
Helpful Note

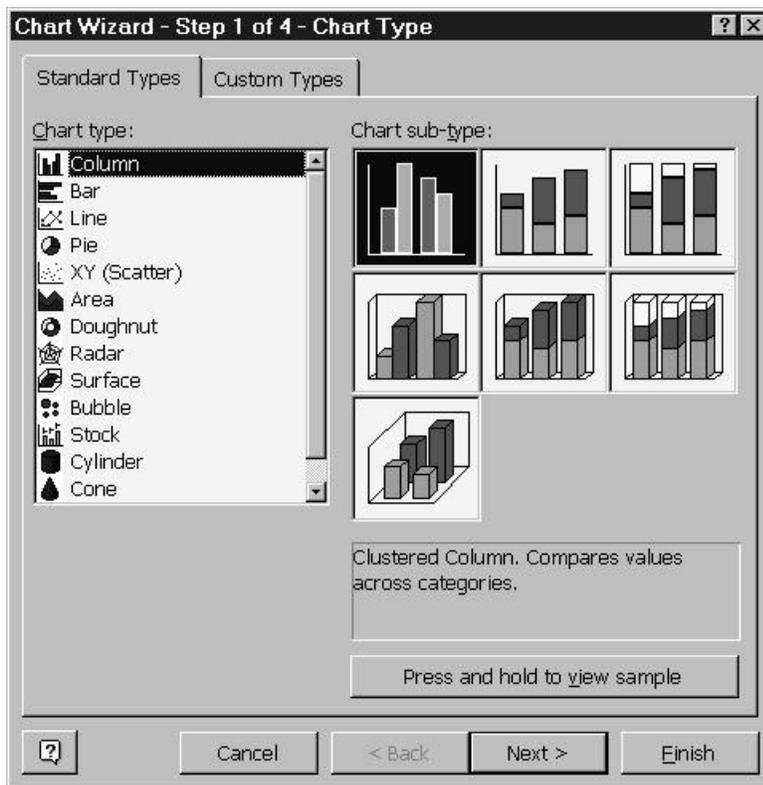
Generating Graphs in Microsoft Excel

The procedures discussed here are specific to Microsoft Excel 97 (version 8.0) but are similar in earlier versions of Excel.

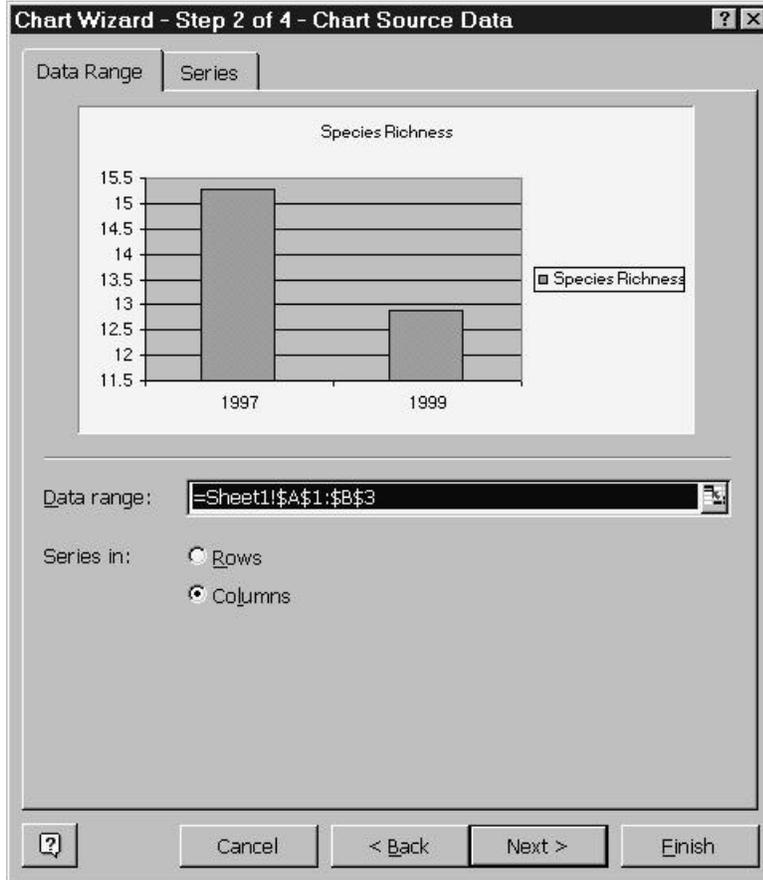
Before generating a graph you may need to reformat data. For example, if you would like to graph the results from an Anova table, a new table containing only the desired data to graph is needed. This can be done by copying portions of the data to another location on the worksheet. For example, if you would like to graph the values of species richness for the years 1997 and 1999 the table should appear as below.

	Species Richness
1997	15.27
1999	12.89

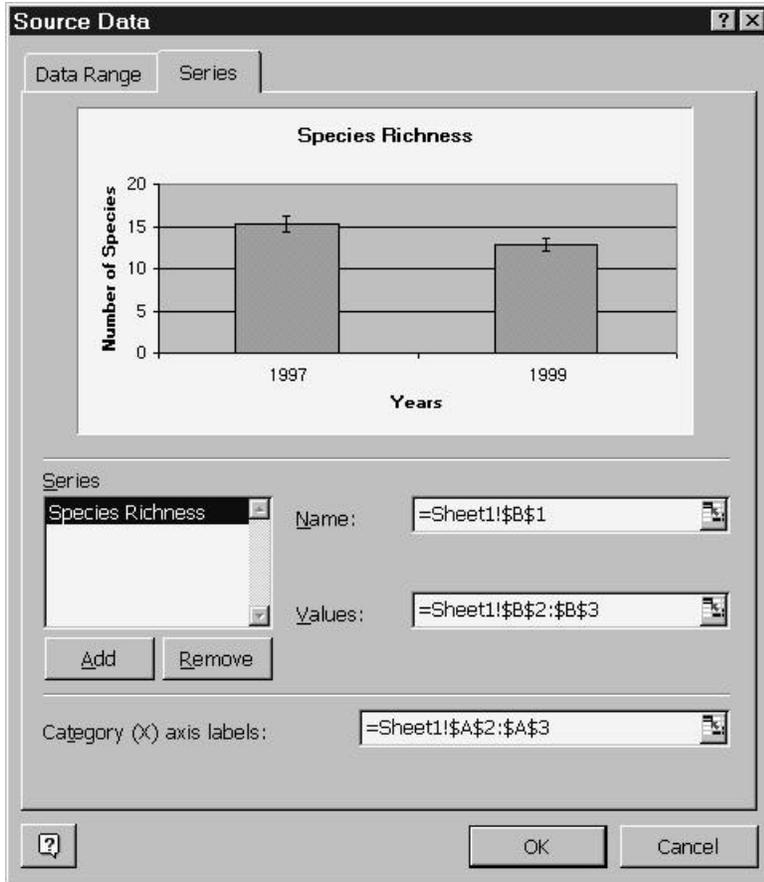
Highlight all the cells to be included in the graphs. In the example above this would include the column heading of "Species Richness". Select **Insert** from the main menu then **Chart**. Select the chart type from the first dialog box.



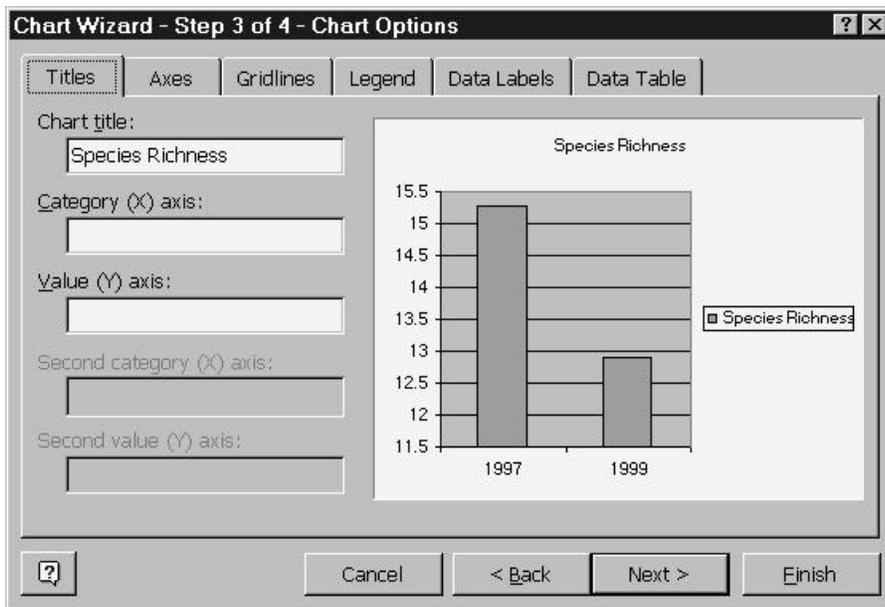
The data range, location of series, and series options are set in the next dialog box.



If the data source for the graph does not contain the correct x-axis labels select the Series tab in the dialog box of Step 2. Below is shown the options for the series. To change the source of the x-axis labels place the cursor in the Category (X) axis labels field. Next, highlight the range of data containing the labels.



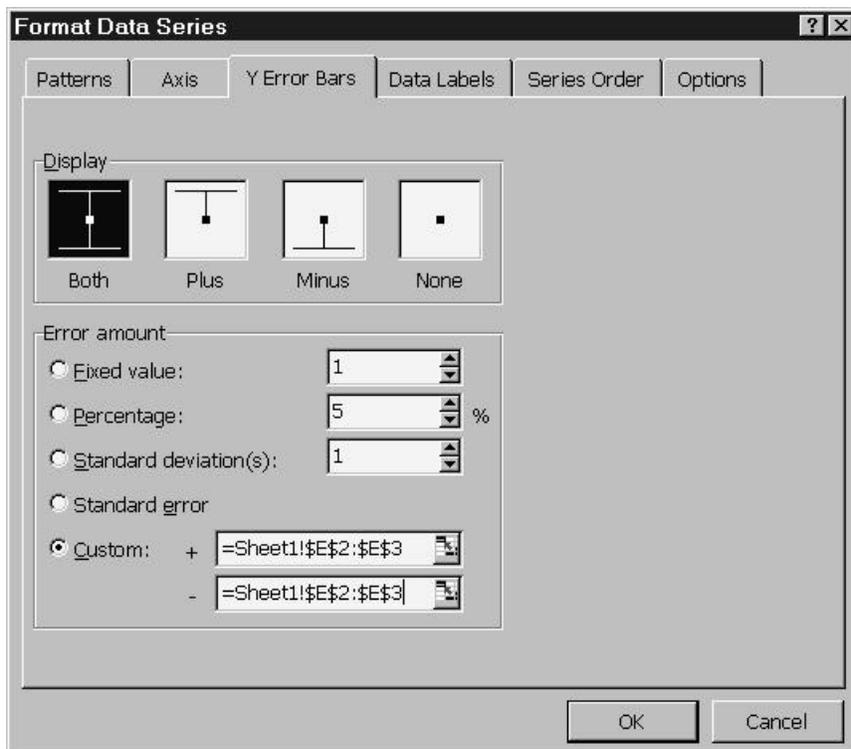
Remaining options, such as titles and labels, axes scaling, gridlines, and legends are set in the final dialog box.



After the graph is generated re-entering the chart wizard can set options for any element of the graph. An easy way of doing this is to double click on the element you wish to change, for example, the axis.

Adding Error Bars to Histogram Charts

Double click one of the histogram bars. Select the Y Error Bars tab in the dialog box. Select the Both error bars display option. Fill in the range of the standard errors for the Custom Error Amount option. Place the cursor in the first field marked (+) and highlight the standard error cells. Do the same for the field marked (-). For information on calculating standard errors see the Learning Module Helpful Note titled *Using the Anova:Single Factor Analysis Tool in Microsoft Excel*.



The error bars will appear on the graph as shown below.

