**Review – How To Make a Scatter Graph**

**Use the following instructions to create your scatter graphs:**

1. Click the INSERT tab at the top of the program.
2. Click on the scatter plot graphic along the top option bar. Choose the option that only puts dots on the graph. You should have a blank, white rectangle appear on your page now.
3. Click on the white rectangle. Now right click on the rectangle so the menu pops up.
4. Click on SELECT DATA. A box titled SELECT DATA SOURCE should pop up.
5. In the box, click on ADD. This should make a box open up that says EDIT SERIES.
6. Ignore the SERIES NAME option. Click on the SERIES X VALUES section, then highlight all of the numbers in the Happiness column (we want this variable to be shown on the x-axis for all of our graphs)
7. Next, click on the SERIES Y VALUES section, and delete the text already there. Then highlight all of the numbers in the column of the 2nd variable that you are analyzing.
8. Click OK on the EDIT SERIES box. Next, click OK on the SELECT DATA SOURCE box.
9. Your graph should now be created.
10. You need to label the axis and create a title. Click the DESIGN tab at the top of the program. Then click on the ADD CHART ELEMENT. A menu should pop down.
11. On the menu, click AXIS TITLES, and select either the X-axis or Y-axis button. Label the axis appropriately (be sure to include units).
12. Repeat step 10 and then select CHART TITLE. Label the graph appropriately (see our example assignment to label it properly).