Graphing may be done in Word or Excel. The completed graph can then be saved as and image and posted in your Graph Collaboration section.

## WORD

1. Open blank document, click 'Insert' and select 'Chart' from the toolbar.

2. Select type of chart from list and press ' OK '

3. Using the spreadsheet table, replace SAMPLE data with your own. The chart will automatically update as you do this. Column A (purple) would be your variables, Row 1 (red) would be your trials. Blue is your results.

4. Customize and complete your Graph using the toolbar. (the toolbar is only available when the Graph is selected).

