

## Using Excel to Produce a Climate Graph

### Step 1:

Open the Excel and in a cell near the top left type Month. Type January in the next cell, followed by February, etc.

### Step 2:

Type Temperature (°C) in the cell below the word 'Month' and then enter the temperature data in the cells under each month.

### Step 3:

Type Rainfall (mm) into the cell below the word 'Temperature' and then enter the rainfall data in the cells under each month.

### Step 4:

Highlight all the data that you have entered and click on Insert in the toolbar, then click on column graph. Chose the first column graph.

### Step 5:

In the tool bar click on the Layout tab. Then click on 'Chart Title' then 'Above Chart' and add the title e.g. Climate Graph of Anytown.

### Step 6:

In the tool bar click 'Axis Titles' then 'Primary Vertical Axis' and then 'Rotated Title' and then add Rainfall (mm) on the primary axis title.

### Step 7:

The next task is to convert the temperature data to a line graph. Move your mouse over one of the temperature columns and right-click. From the option box that opens, choose 'Change Series Chart Type' and then 'Line' graph as the type of graph. The temperature data will then be plotted as a line graph.

### Step 8:

Highlight the legend on the right of the graph and delete it.

### Step 9:

The next task is to move the temperature line upwards. To do this, right-click on the line, choose 'Format Data Series' from the option box that appears, then select 'Secondary axis'.

### Step 10:

The final task is to add a label to the new y-axis on the right. To do this, click on the layout tab on the tool bar. In the tool bar click 'Axis Titles' then 'Secondary Vertical Axis' and then 'Rotated Title' and then add Temperature (°C) on the secondary axis title.

### Step 11:

You can (after saving the graph) go back and alter any aspect of it e.g. the colours of the bars or lines (blue or red), edit the title and axis labels, etc, etc.

### Step 12:

Finally, in the Design tab click on 'Move Chart' and select 'New Sheet'