

MAKING A GRAPH

Record your information in **GOOGLE SHEETS**

Type information in this format.

	High	Low	Precipitation
Sunday	42	-1	0
Monday	51	17	0
Tuesday	50	22	0
Wednesday	18	-1	4
Thursday	15	-2	0.38
Friday	30	2	1
Saturday	43	22	0

→ Select the cells you want to graph.
(Highlight)

SCOTTSBLUFF	High	Low	Precipitation
Sunday	42	-1	0
Monday	51	17	0
Tuesday	50	22	0
Wednesday	18	-1	4
Thursday	15	-2	0.38
Friday	30	2	1
Saturday			0

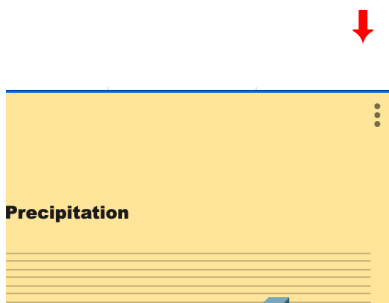
Insert Format Data Tools Extensions Help

- Cells
- Rows
- Columns
- Sheet Shift+F11
- Chart
- Pivot table
- Image
- Drawing

→ Go to **INSERT** and choose **CHART**

Chart Editor should open automatically.

If it doesn't open automatically, click on your chart and go to the 3 DOTS



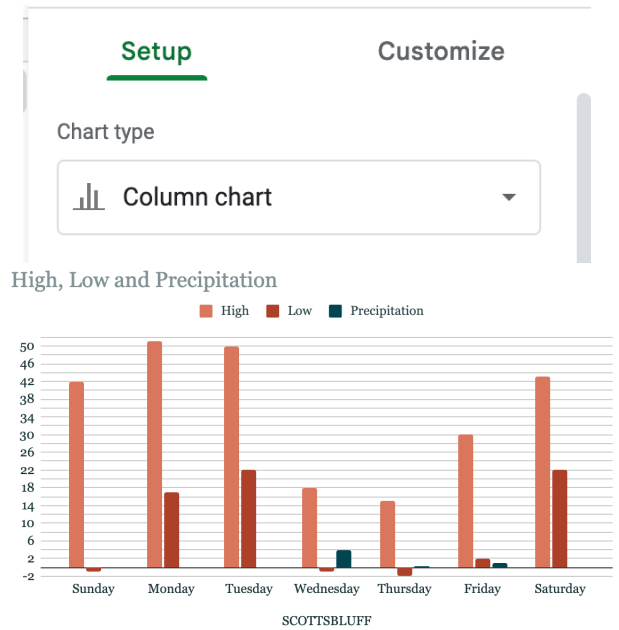
to **EDIT** →

- Edit chart
- Delete chart
- Download
- Publish chart
- Copy chart

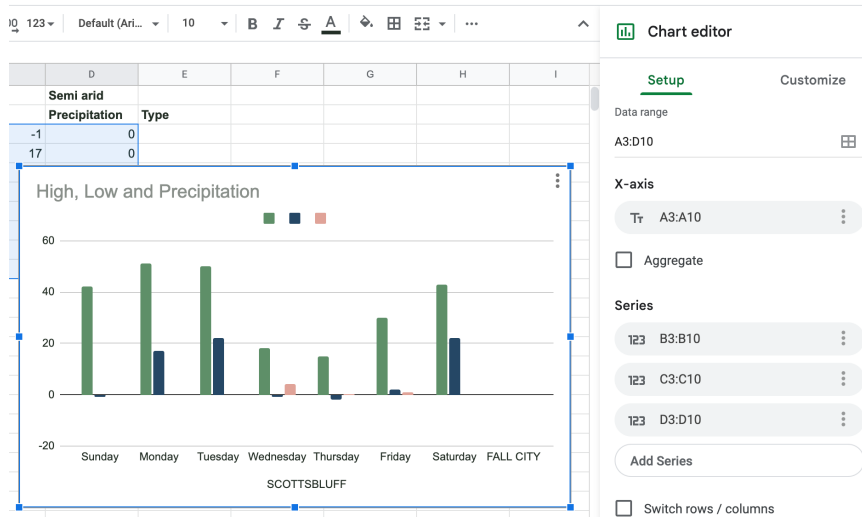
TYPE OF GRAPH

Go to Setup
Chart type...choose which one you
want to make

YOUR GRAPH should look like this.



Remove the X-axis Title (If you have one)



Go to the X-axis
Click on the 3 Dots



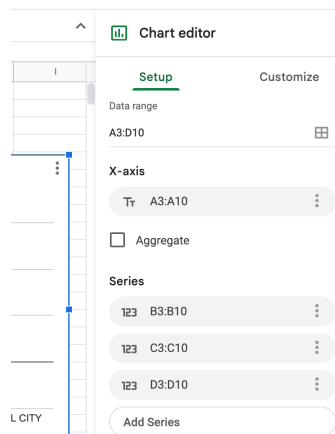
Tr SCOTTSLBLUFF

- Aggregate
- Remove
- Add labels

CHOOSE Remove



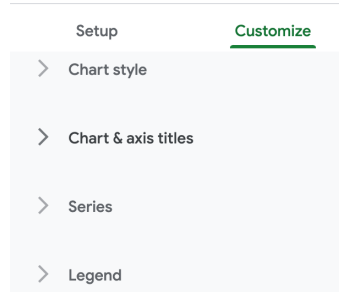
Reorder the Series



**Delete then add back
in the order you want**

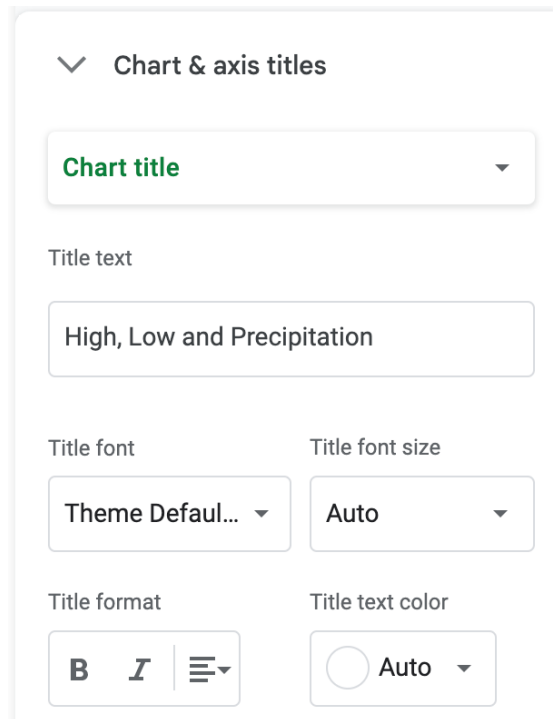
Add TITLE to graph

Go to Chart & axis titles



Go to Chart title

Type in the title



Optional:

Change font, size
theme, color

Gridlines

Go to Gridlines and ticks



→ Choose Vertical axis

Change Major spacing type
to STEP

Change Major count to 2

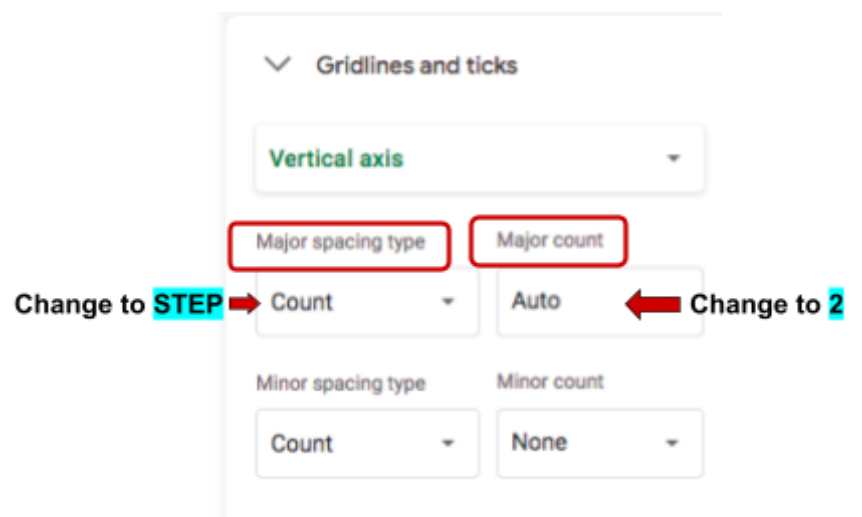
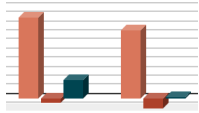


Chart Style

Customize

- Change background color
- Font
- 3D



Setup **Customize**

Chart style

Background color Font

Theme Defa... ▾

Chart border color

Reset layout

Maximize


3D

Compare mode

Theme of Graph

Go to: **Format**
Theme

Format Data Tools Extensions Help Last

 Theme