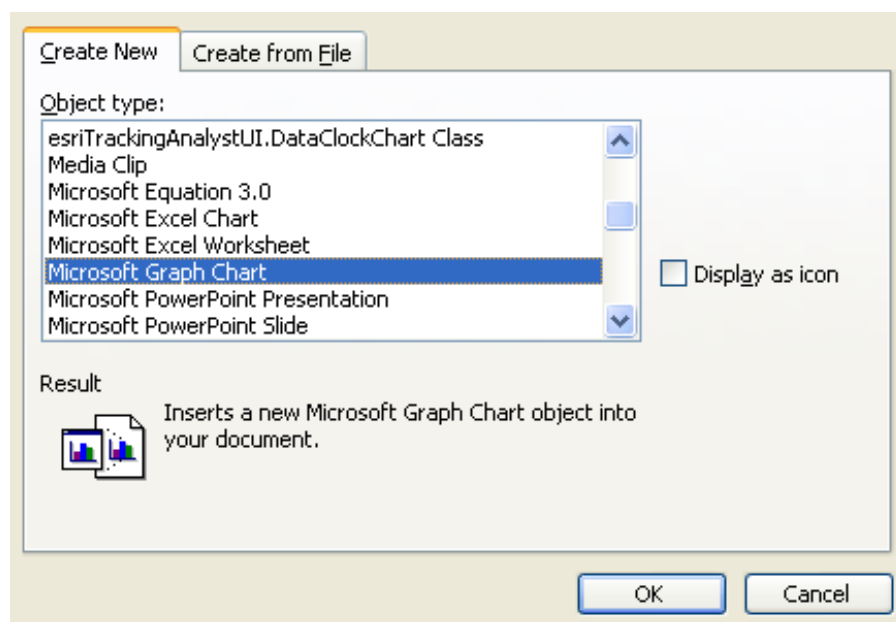


Drawing a Maximum and Minimum Temperature Graph

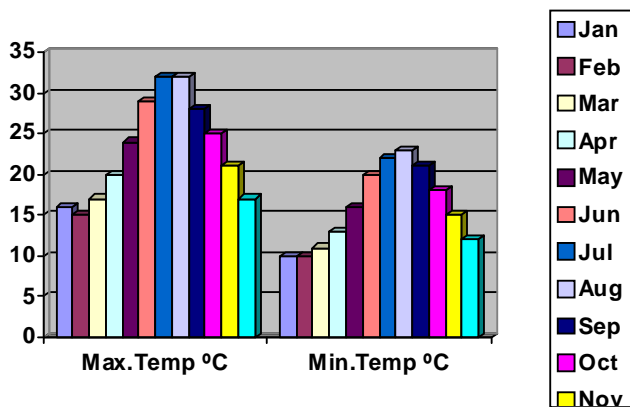
Highlight the table that contains the maximum and minimum temperature data and months by clicking and dragging.

Months	Max.Temp °C	Min.Temp °C
Jan	16	10
Feb	15	10
Mar	17	11
Apr	20	13
May	24	16
Jun	29	20
Jul	32	22
Aug	32	23
Sep	28	21
Oct	25	18
Nov	21	15
Dec	17	12

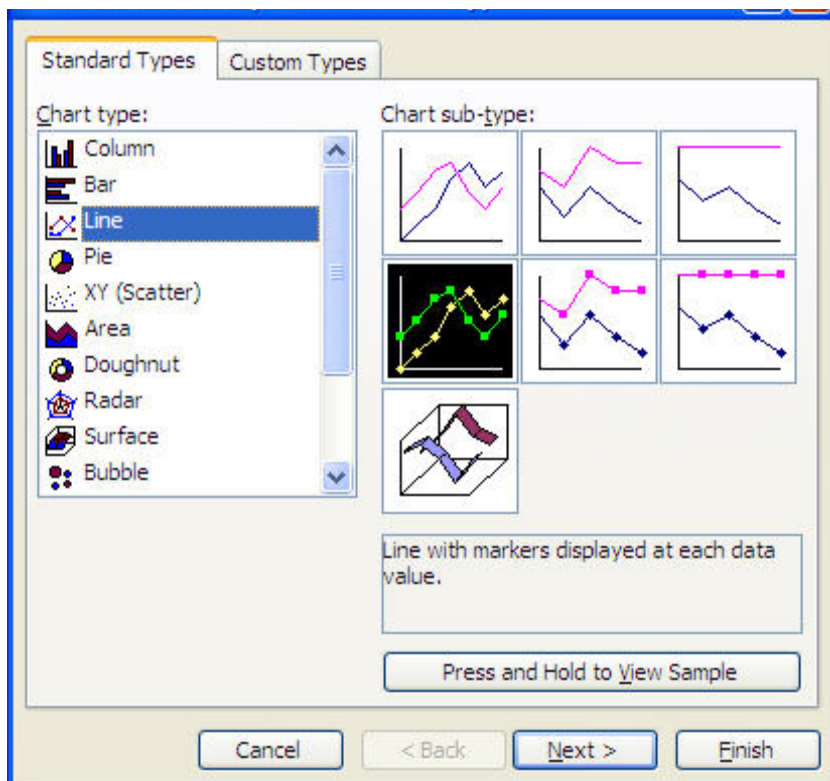
Click on **Insert** on the top menu bar, then click on **Object**, then select **Microsoft Graph Chart**. This opens a chart wizard, a set of very helpful instructions.



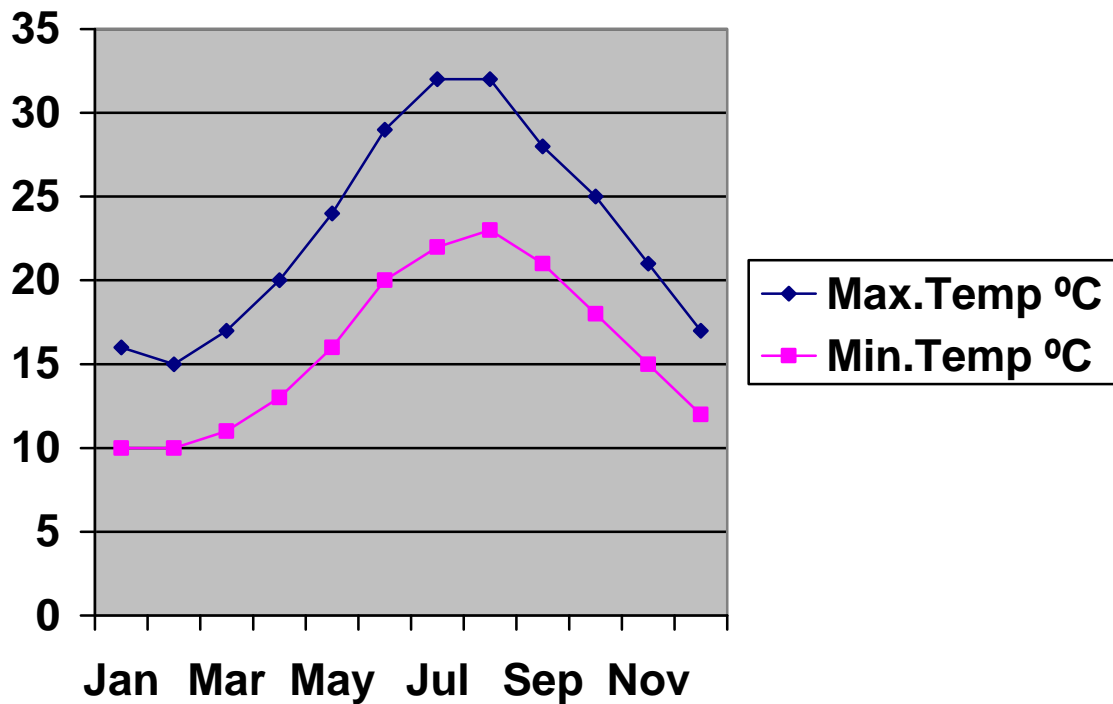
		A	B	C	D	E	F	G
	Months	Max.Temp	Min.Temp °C					
1	Jan	16	10					
2	Feb	15	10					
3	Mar	17	11					
4	Apr	20	13					
5	May	24	16					
6	Jun	29	20					
7	Jul	32	22					
8	Aug	32	23					



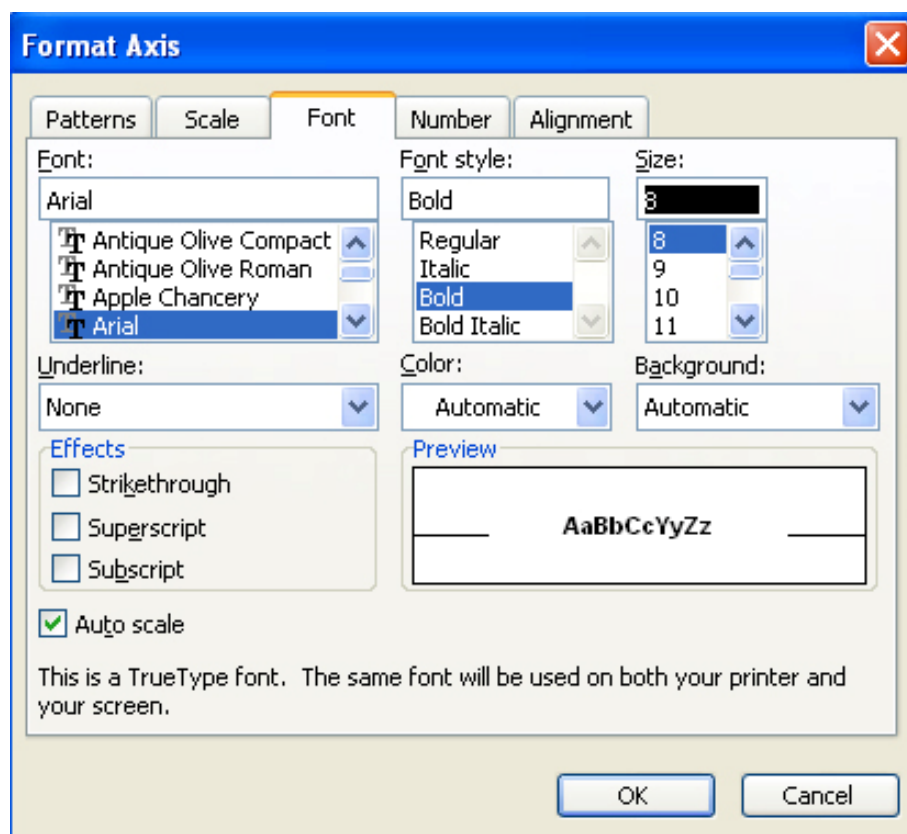
Click on **Chart** on the menu bar and select **Chart Type**. The chart wizard will open. Select the *Line graph* function on the left side panel and select the *Line with markers* choice on the right panel.



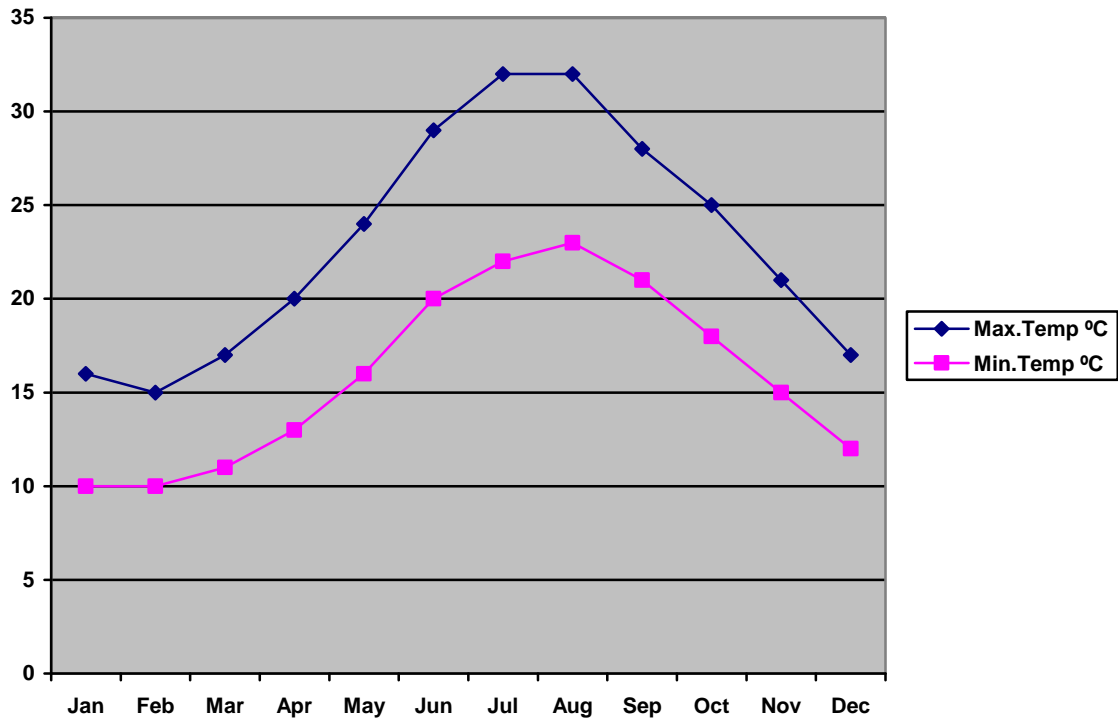
Click on **Data** in the menu bar and select **Series in Columns**. You can then resize the box which the graph is in by clicking and dragging on the small boxes around the edge.



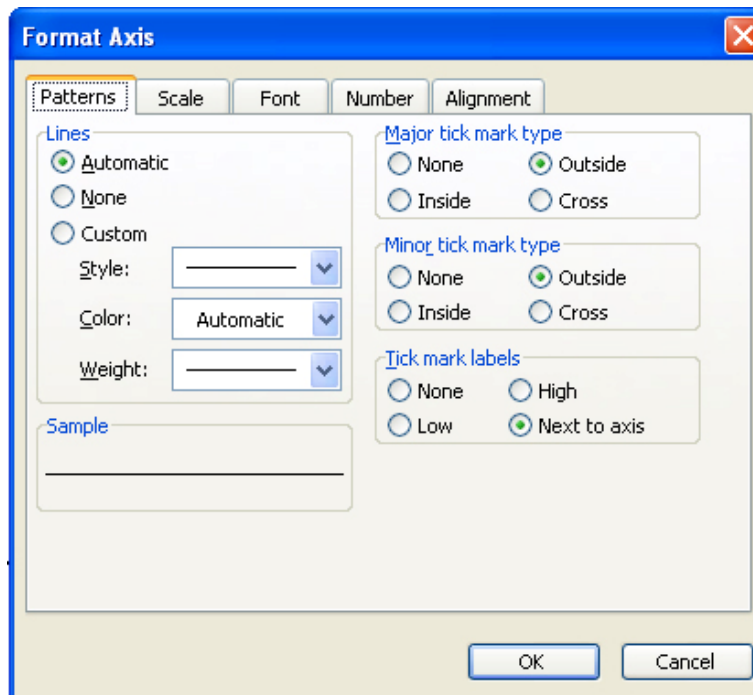
Click on one of the months to reduce the font size so that all months will be visible.

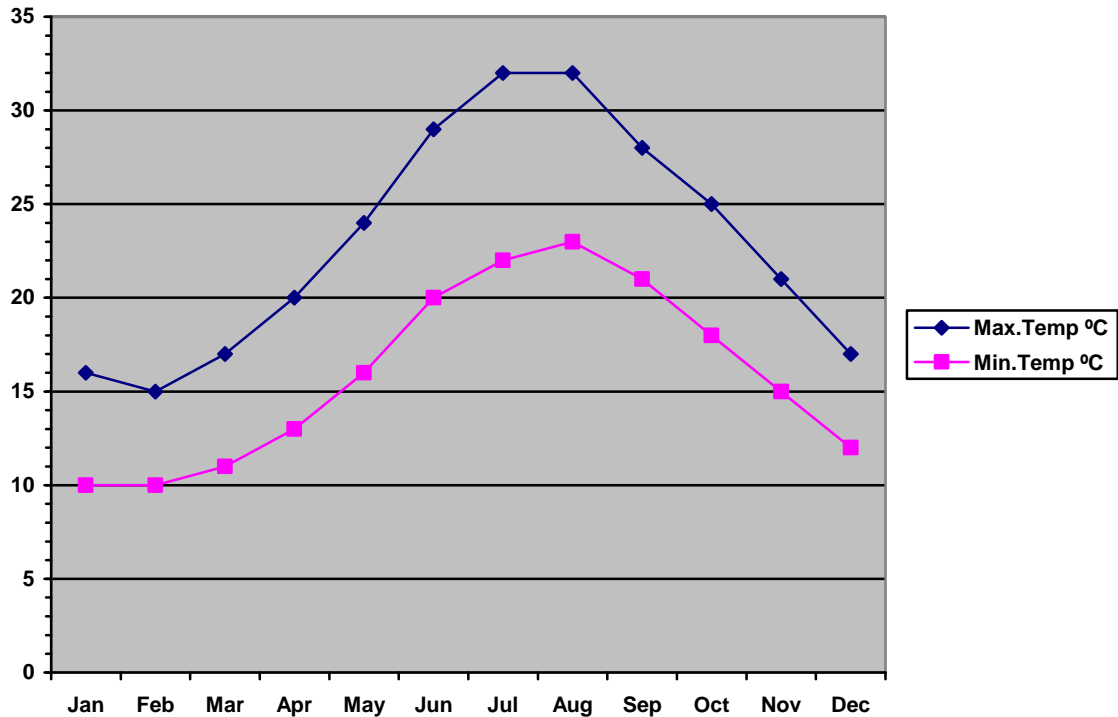


From the Format Axis window, select Font and reduce the font size to 8.

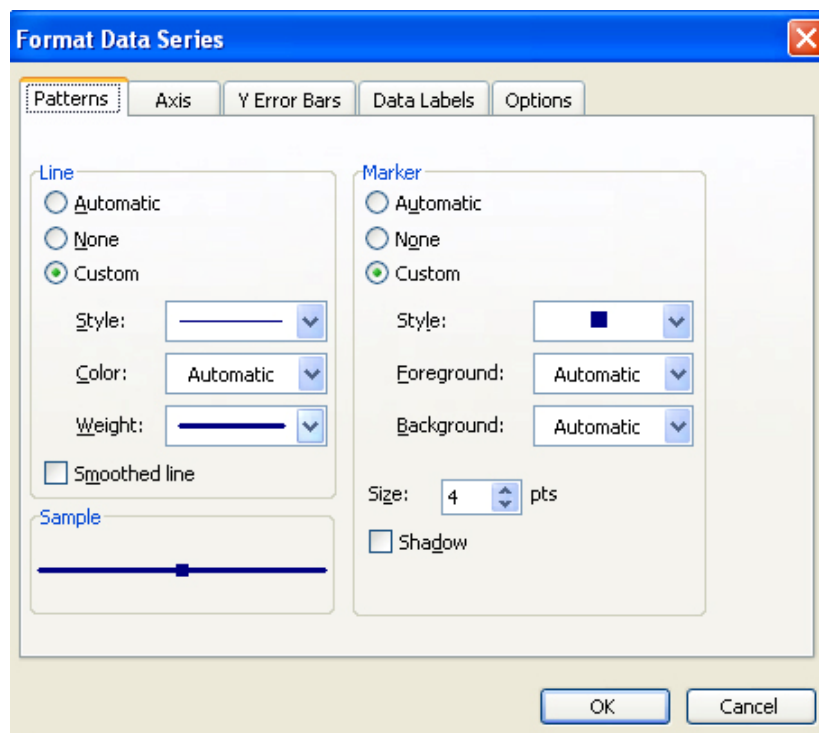


Click on the on one of the temperature readings. In the Format Axis window change the font size to 12. On the same window click on Patterns. Tick the Outside button in the Minor tick mark type.

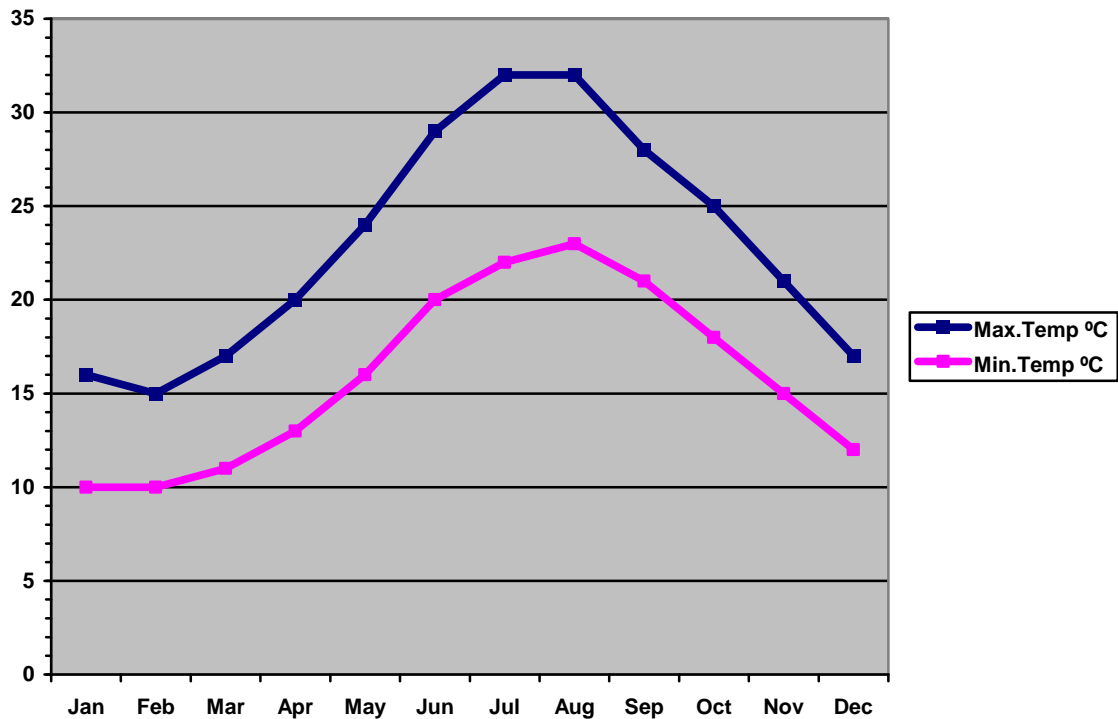




You will notice that the graph line is very thin and disappears behind the grid lines at some points along its length. Now we will change the thickness of the line on the graph. Right click on the data line anywhere along its length. Choose “Format Data Series” . On the “Patterns” tab you will see that the left side of the panel controls the line properties. Let’s change the colour to black and the maximum thickness.



On the right side of the panel you will see that it controls the marker properties. Let’s make them black (foreground and background) squares. You have to do this for both lines. Click “OK” when finished.



Right click on the Plot Area of the graph and choose Chart Options. In the Titles window ,

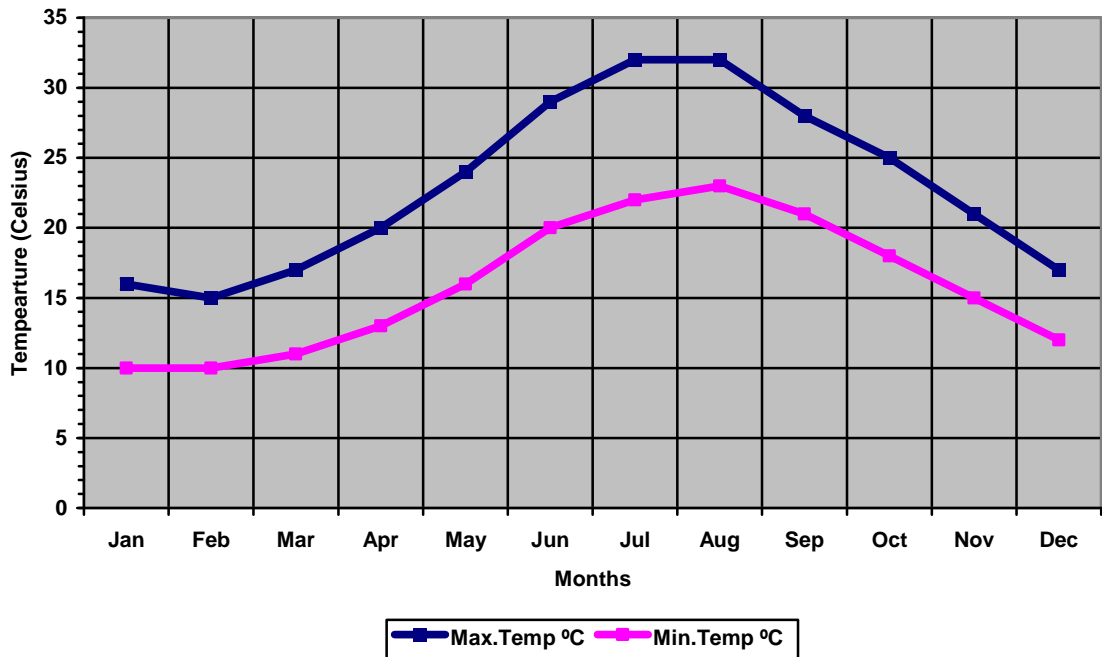
- Name the Chart Title *Max. and Min. Temperature (Malta)*
- Name the X-axis *Month*
- Name the Y-axis *Temperature (Celsius)*

In the Gridlines window tick the major grid lines in the category (x) axis.

In the Legend window tick bottom, to place the legend at the bottom of the graph.

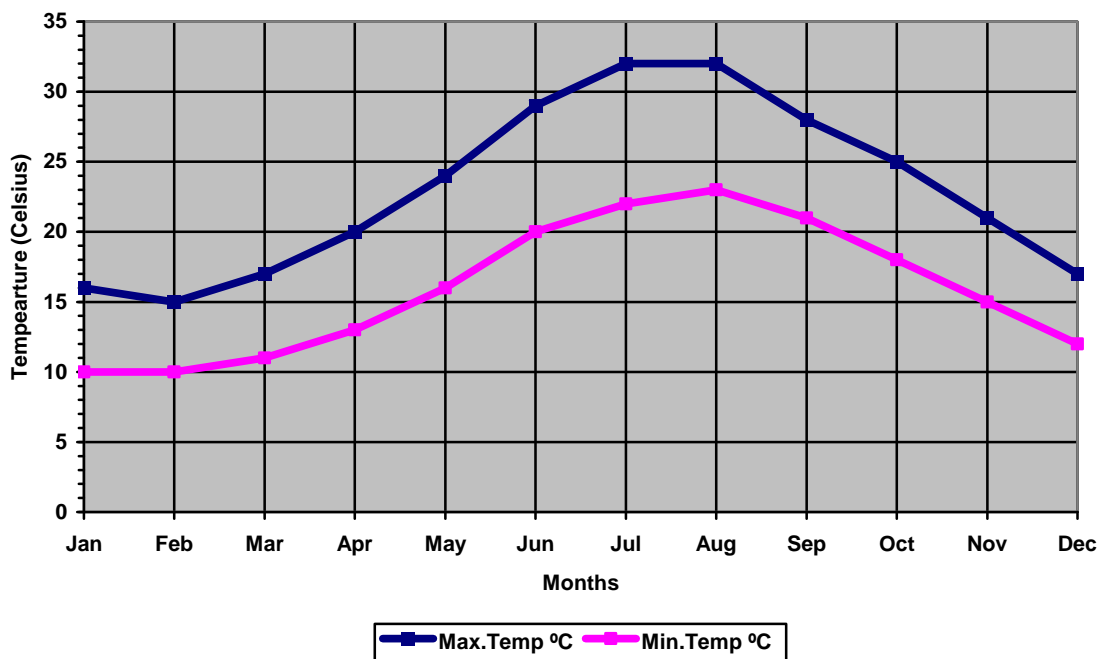
You will now have a new sheet called *Max. and Min. Temperature (Malta)* and it should look something like this:

Max and Min. Temperature (Malta)



You will notice that the lines on the graph does not extend all the way to the ends of the graph area. To correct this right click on the X-axis. Select "Format axis" . Click on the "Scale" tab. Uncheck the box "Value (Y) axis cross between categories" .

Max and Min. Temperature (Malta)



Right click on the grey area of the graph. Select "Format Plot Area" . Select "None" for area colour on the right hand side of the window. Your graph should look like the following.

