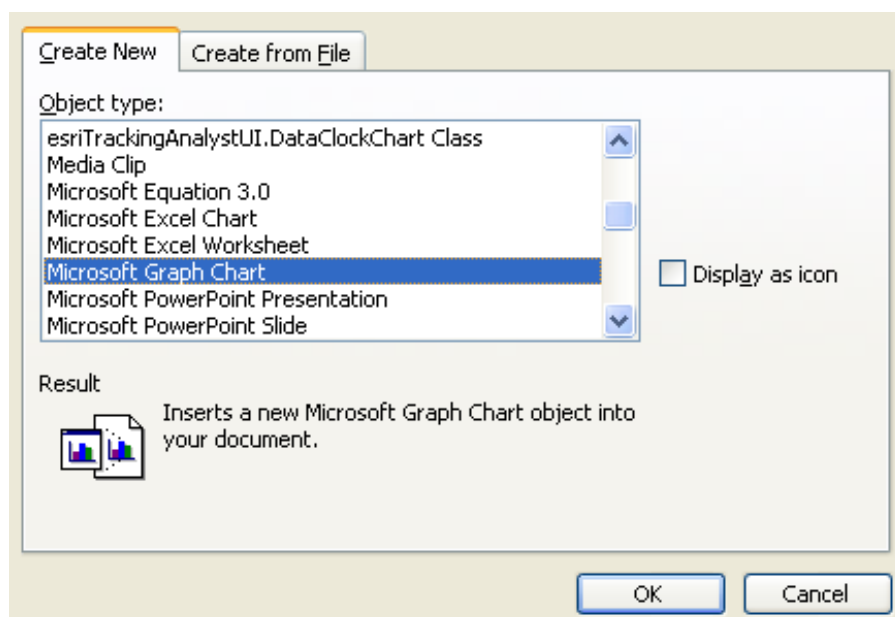


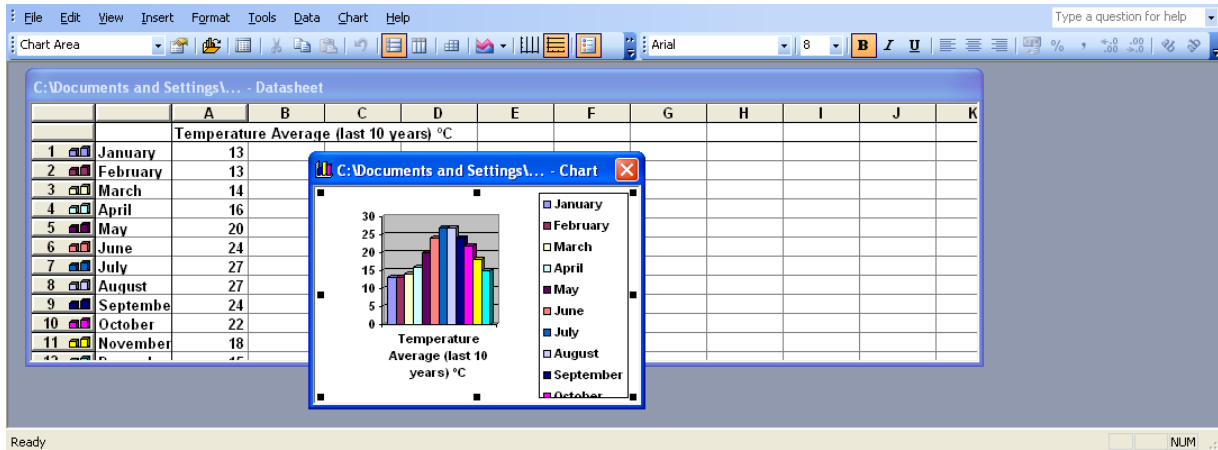
Drawing a Temperature Graph

Select the table that contains the temperature data and months by clicking and dragging. This is called highlighting the table.

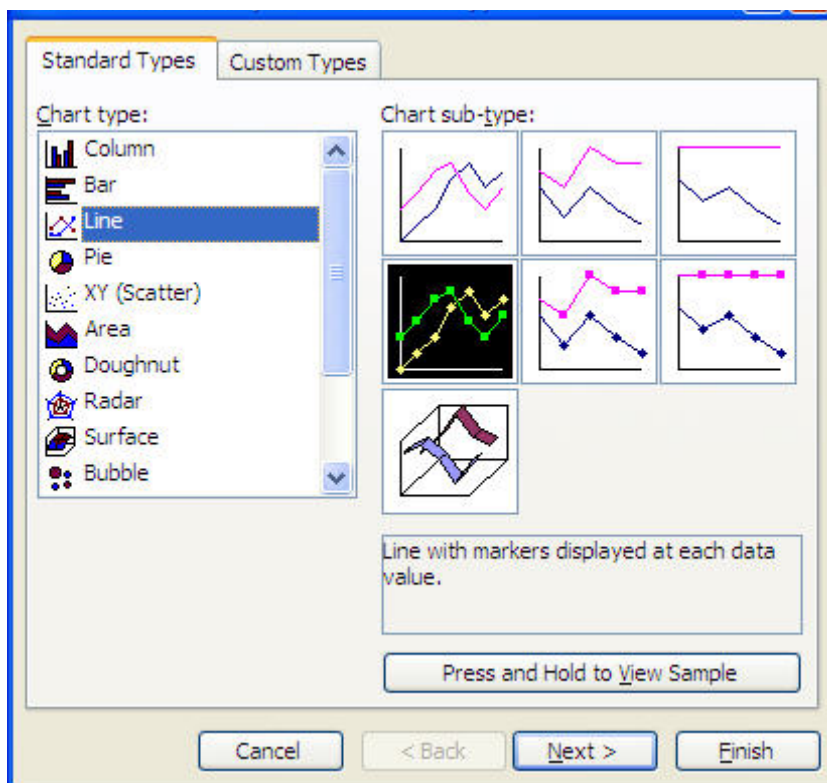
Months	Temperature Average (last 10 years) °C
Jan	13
Feb	13
Mar	14
April	16
May	20
June	24
July	27
Aug	27
Sep	24
Oct	22
Nov	18
Dec	15

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.

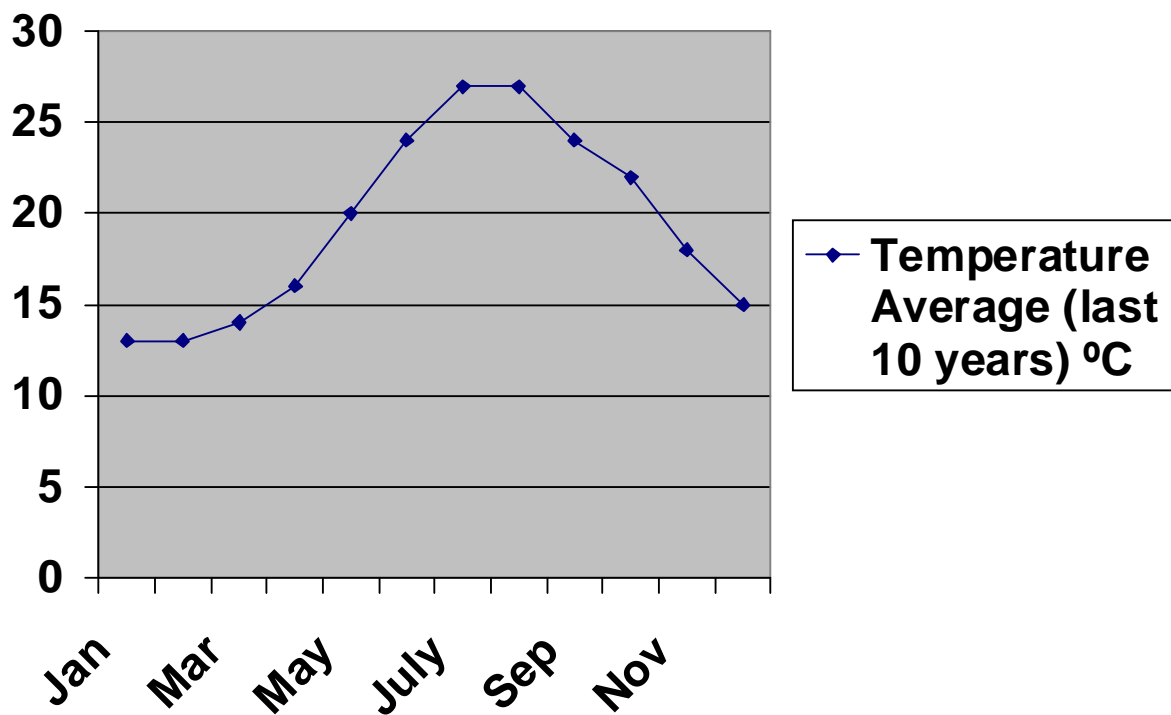




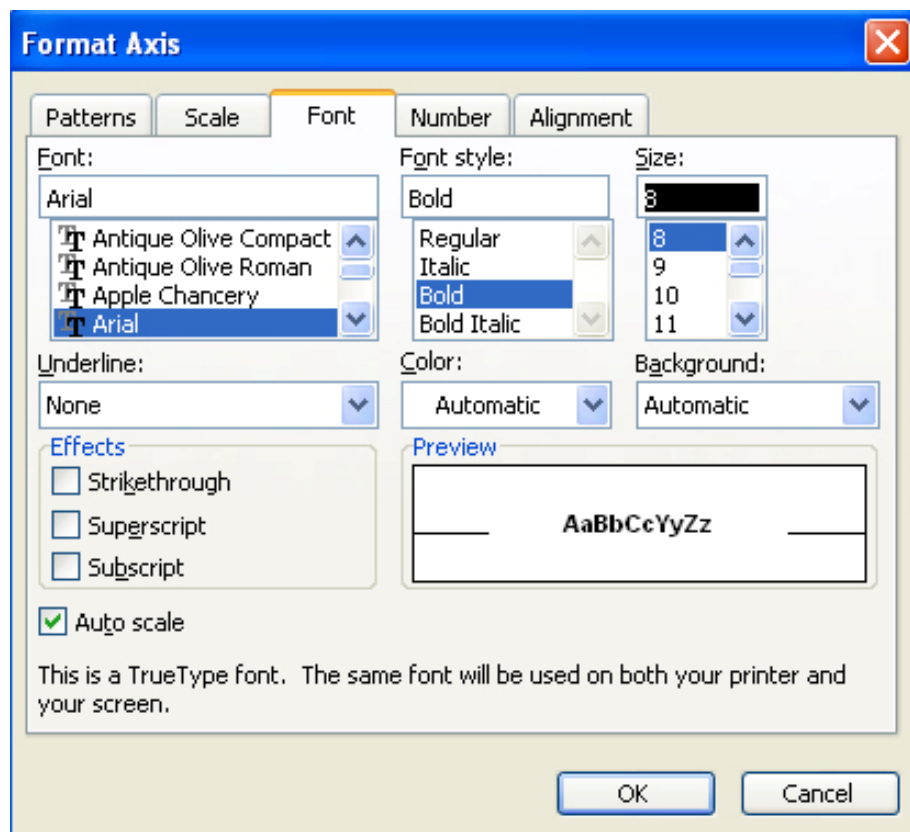
Click on **Chart** on the menu bar and select **Chart Type**. The chart wizard will open. Select the *Line graph* function on the left side panel and select the *Line with markers* choice on the right panel.

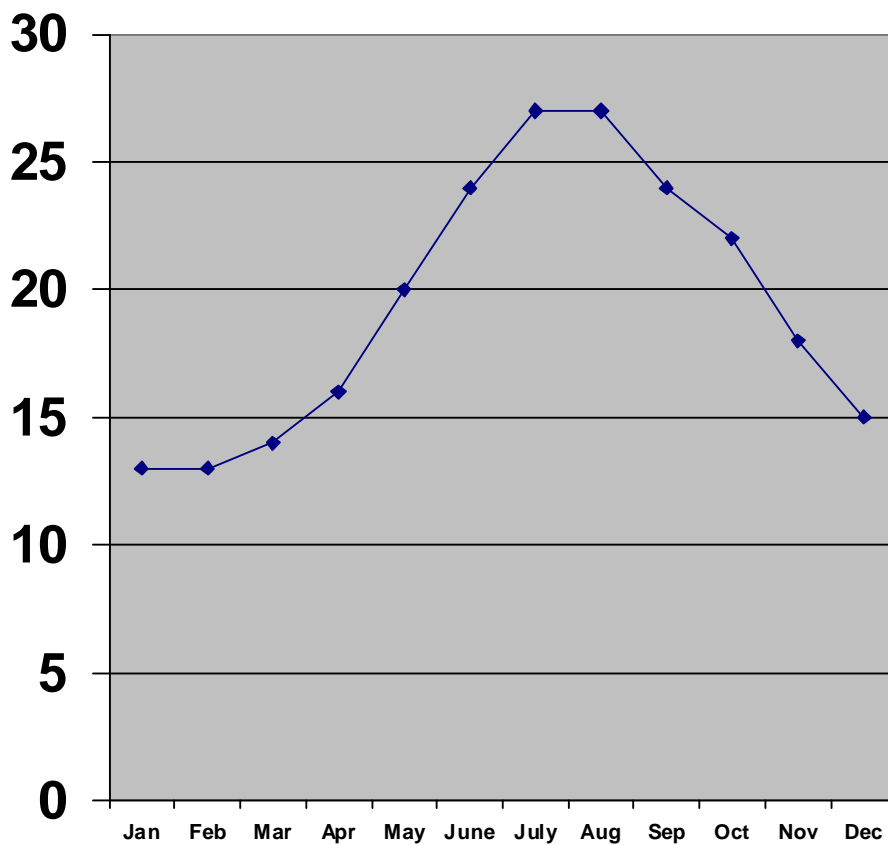


Click on **Data** in the menu bar and select **Series in Columns**. You can then resize the box which the graph is in by clicking and dragging on the small boxes around the edge.



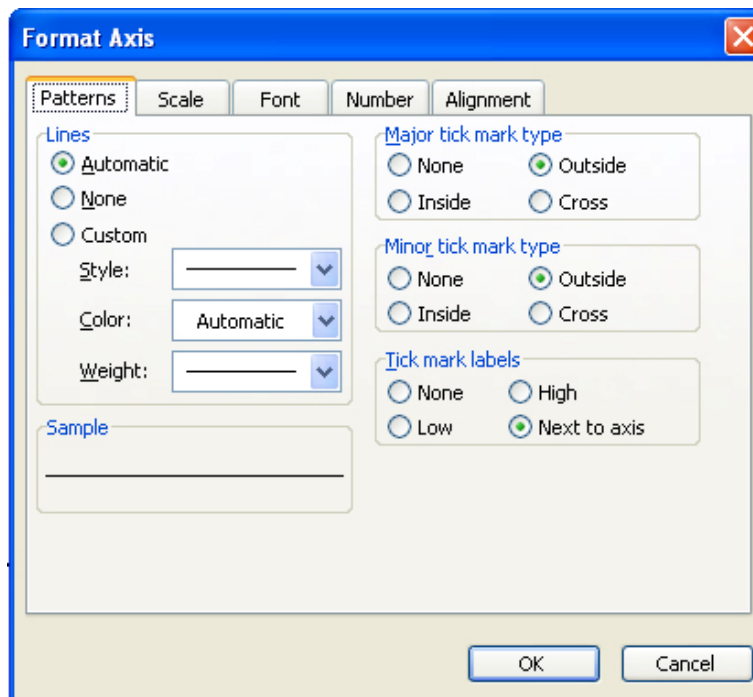
Click on one of the months to reduce the font size so that all months will be visible. From the Format Axis window, select Font and reduce the font size to 8.

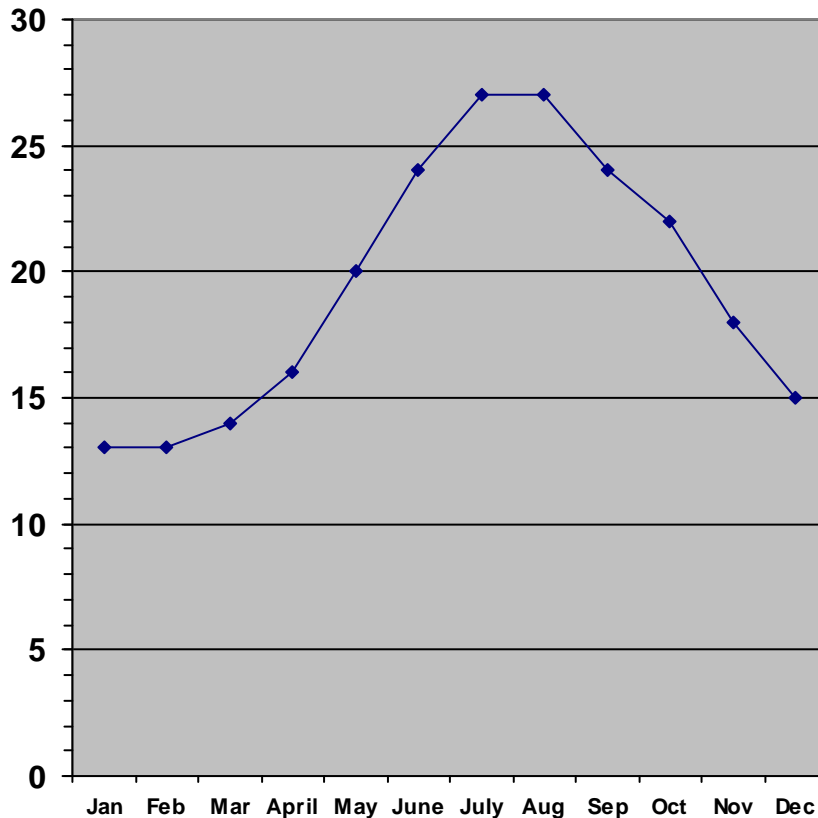




—◆ Temperature Average (last 10 years) °C

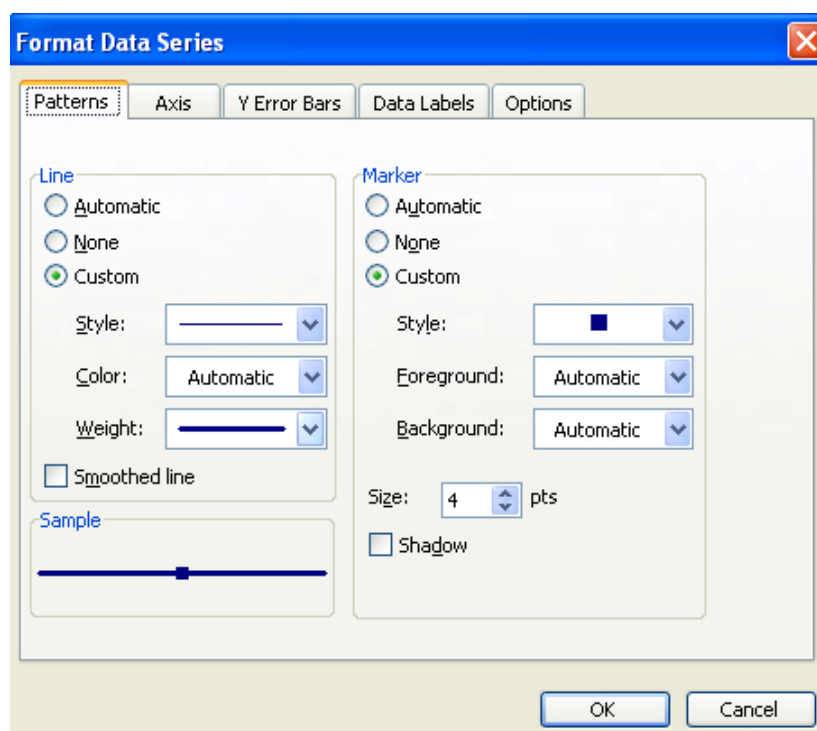
Click on the on one of the temperature readings. In the Format Axis window change the font size to 12. On the same window click on Patterns. Tick the Outside button in the Minor tick mark type.



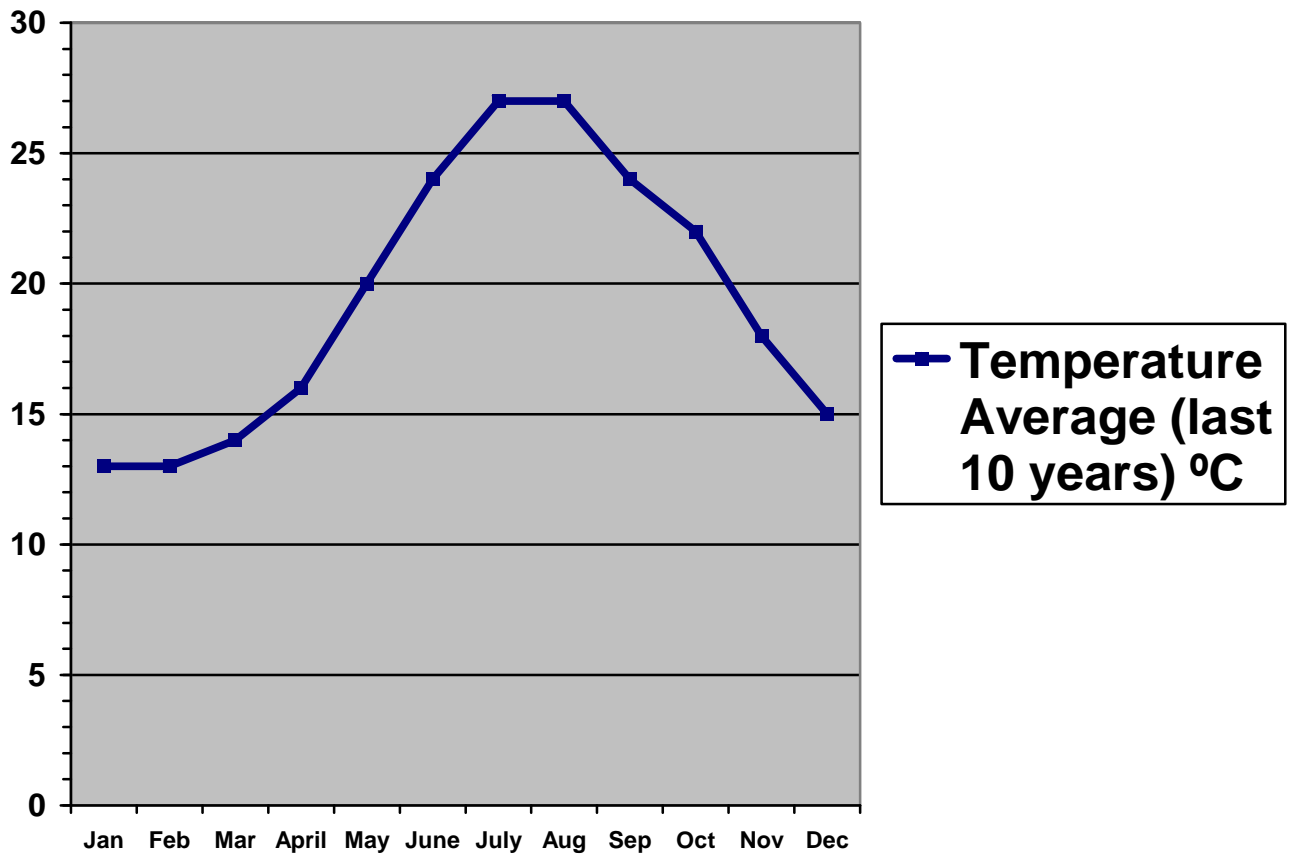


—◆ Temperature Average (last 10 years) °C

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. Click “OK” when finished.



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

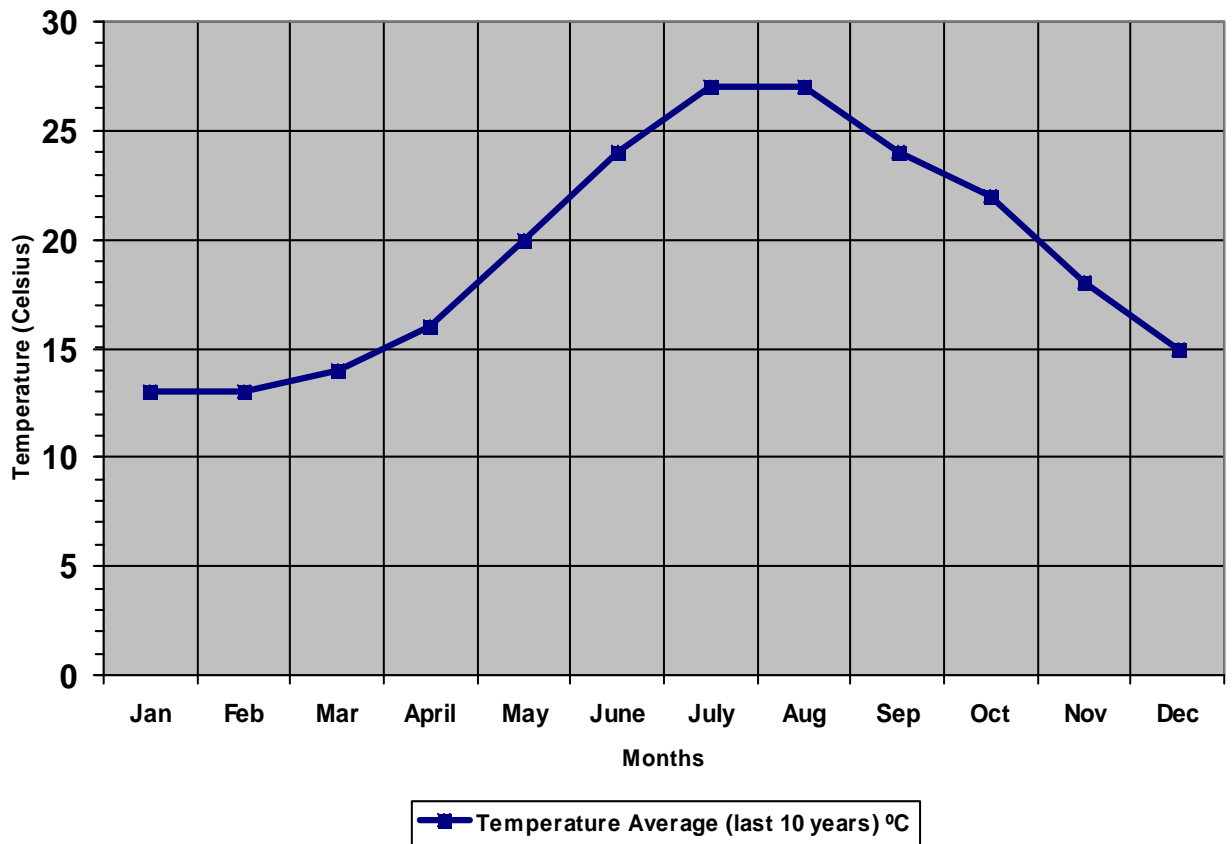
- Name the Chart Title *Malta Average Temperature*
- Name the X-axis *Month*
- Name the Y-axis *Temperature (Celsius)*

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

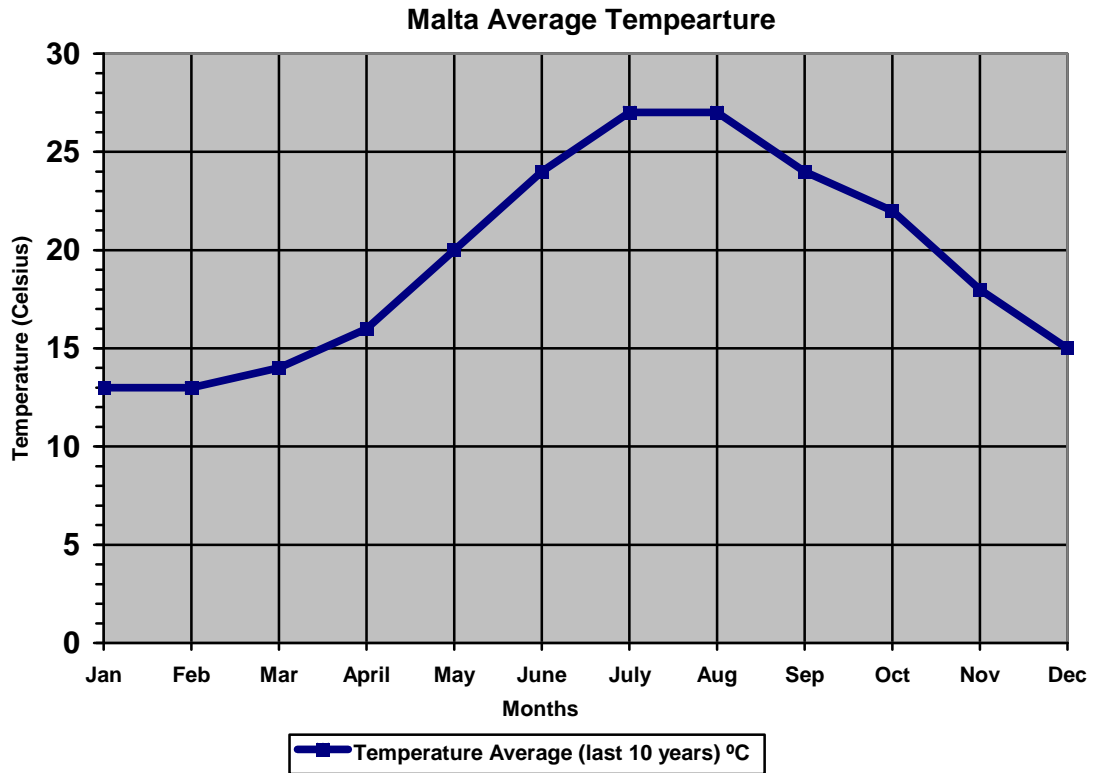
In the Legend window tick bottom, to place the legend at the bottom of the graph.

You will now have a new sheet called Malta Average Temperature and it should look something like this:

Malta Average Temperature



You will notice that the line 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".



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.

