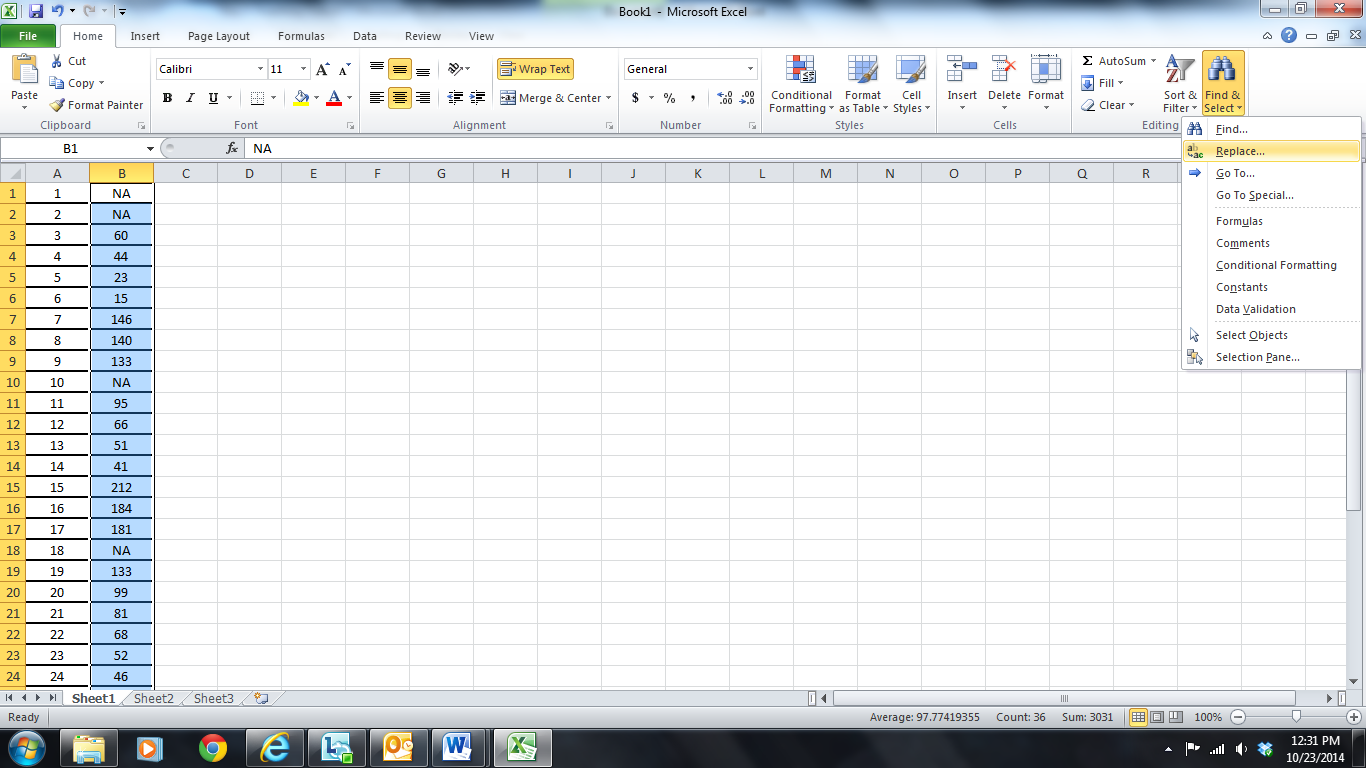
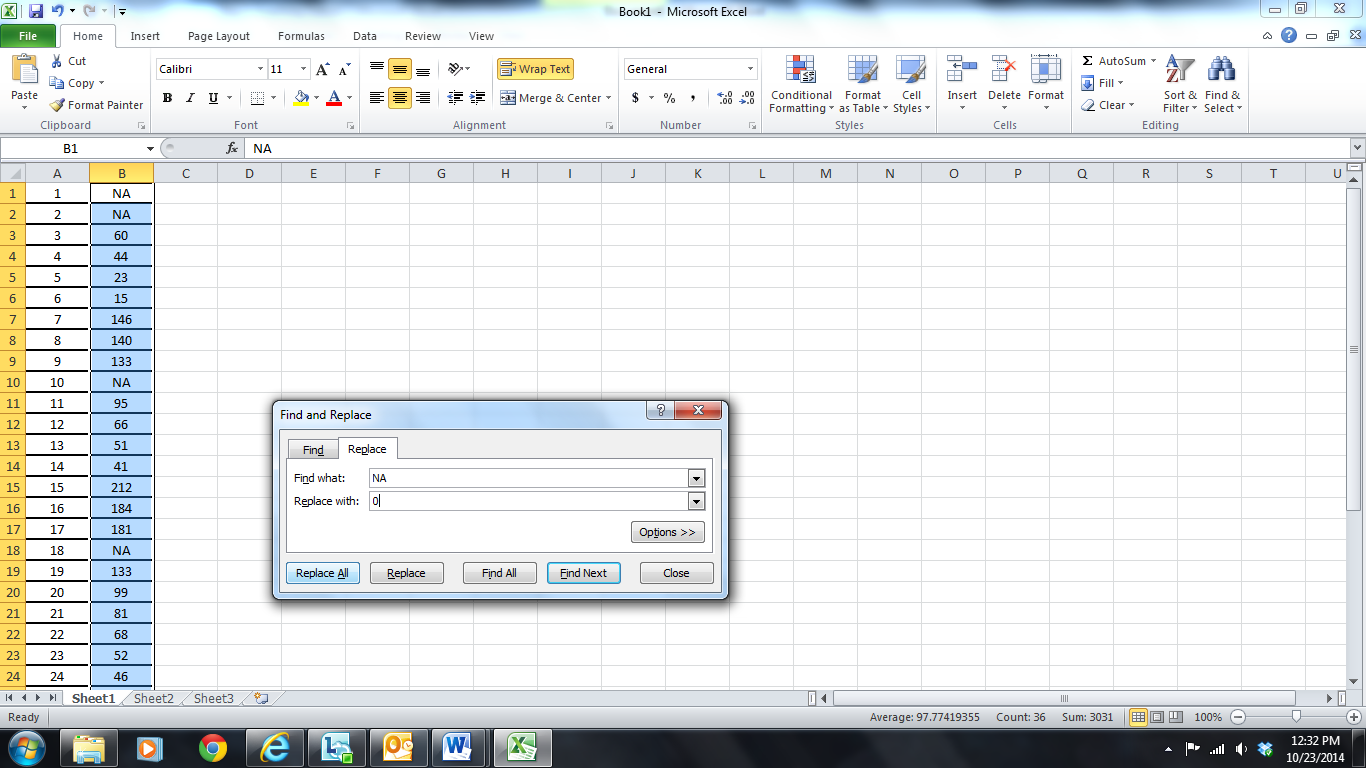
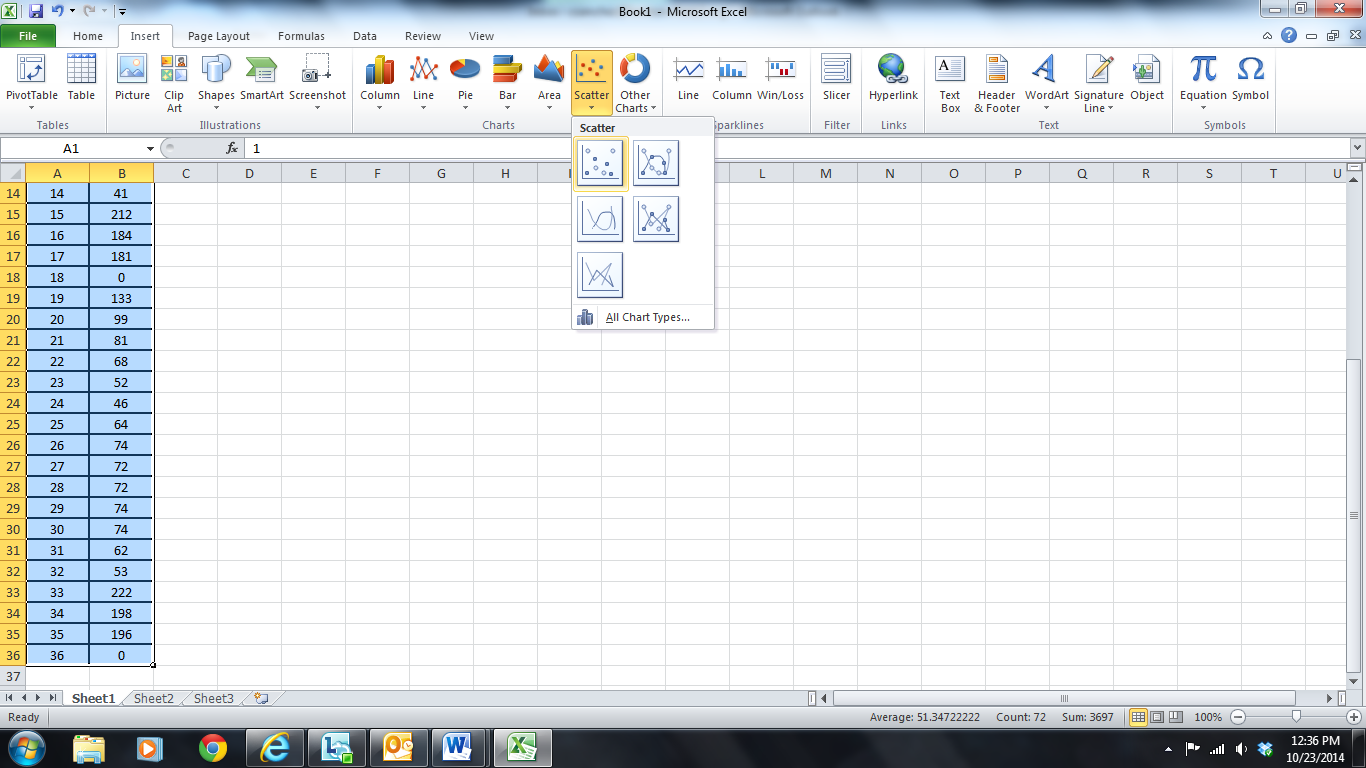
Graphing the Periodic Trends in Excel

1. Open an Excel File

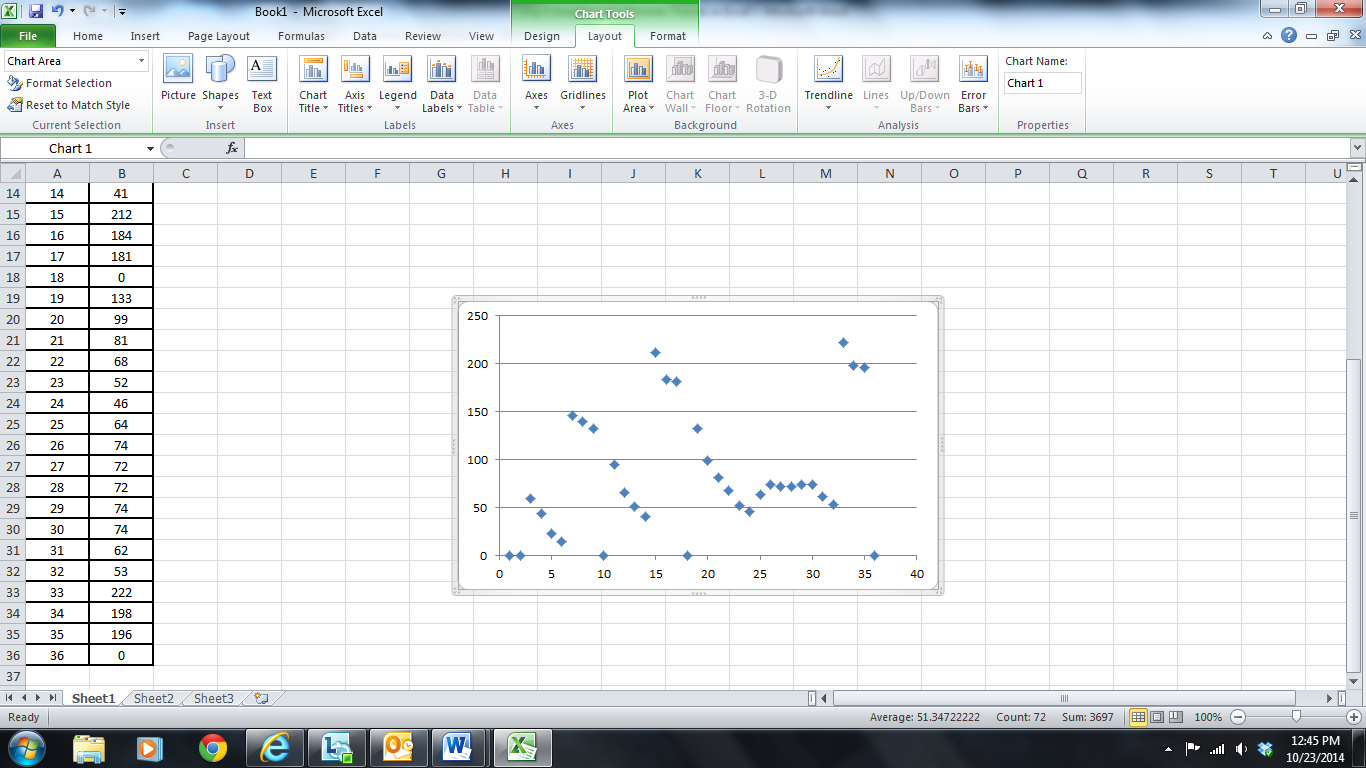
2. Copy and Paste your data from the instructions page into the file. The atomic numbers in column A and the trends data in column B. You do not need to label the columns; you will do that on the graph.

3. If your data has NA values in it, you will need to replace those. Click up at the top Find & Select and then select Replace. The below box should appear. Find NA and replace them with 0. Once you click “Replace All” the values should be replaced.

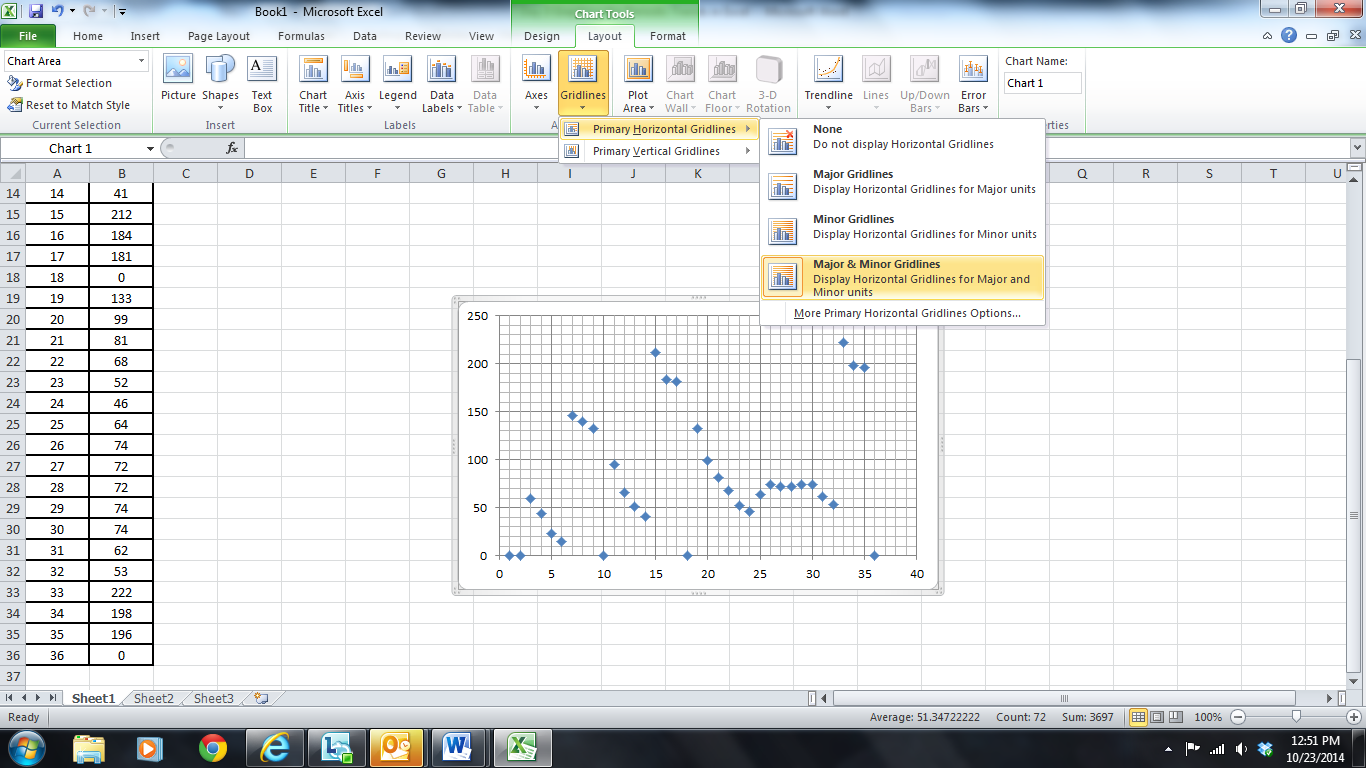
4. To graph your data, highlight it. Make sure you get it all. Then Select “Insert”, then “Scatter”. Then pick the one without the lines. Once you select it, your graph should appear.



5. Now your graph needs a title and axis titles. If you are clicked on your chart, up at the top will be “Chart Tools” and you need to select the “Layout” Tab. Once there, there are options for titles. The x-axis is the atomic number and the y-axis is your trend. Make sure to include the unit if one is given.



6. You need to add gridlines to make your chart easier to read. Under the same layout tab, there is a gridlines option. For **both the horizontal and vertical** you need to select “add major and minor gridlines.”



7. Your graph should be done. Now you will need to copy and paste it into your presentation. In order for this to work, you MUST HAVE YOUR PRESENTATION OPEN IN A CHROME.

8. Now you are done with excel, you may choose to save your spreadsheet just in case. Your analysis and conclusion on the graph and trend should be done in your presentation that you have shared with your group.