

How to Make a Scatter Plot in Microsoft Excel



Introduction

Excel spreadsheets are useful tools for displaying data. In this project, you will learn how create a scatter plot in Excel to display a set of data. For this example, we will be making a scatter plot of the top 10 most-populated states in the United States.

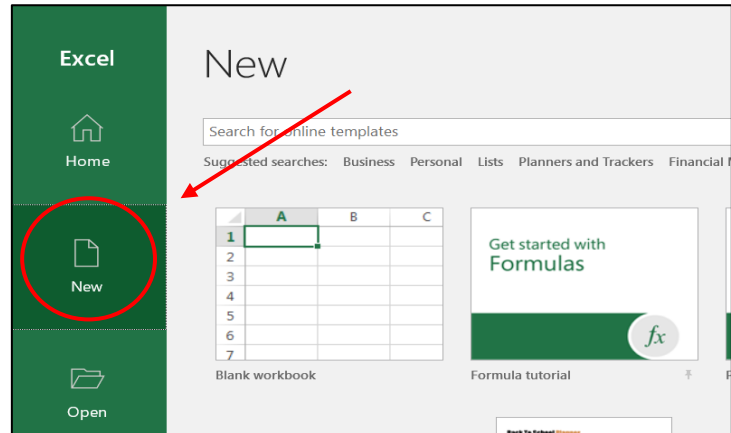
Materials:

- Computer
- Microsoft Excel (2013 or later)
- Data set

Instructions

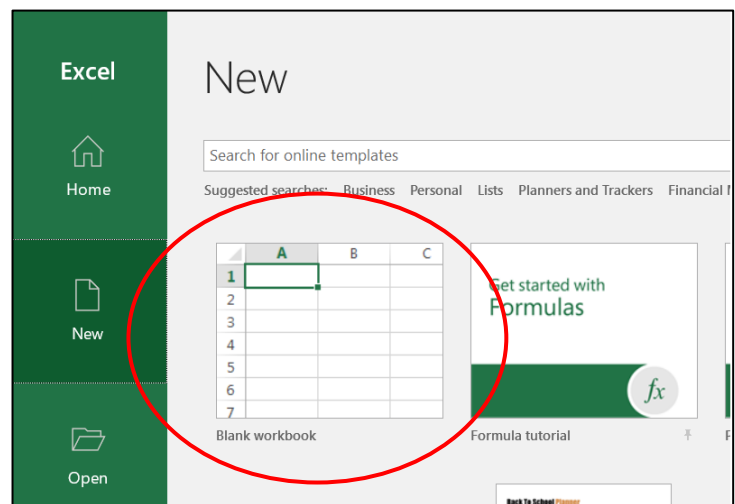
1. Open Microsoft Excel.
On the left sidebar, click the icon labeled “New.” See **Figure 1**.

Figure 1



2. Click the option/picture labeled “Blank workbook.”
See **Figure 2**.

Figure 2



3. Right away, save the file to a location where you can easily access it. Click “File” in the top-left corner See **Figure 3**. Click “Save As,” choose a location, and give your file a name. Click “Save.” See **Figure 4**.

Figure 3

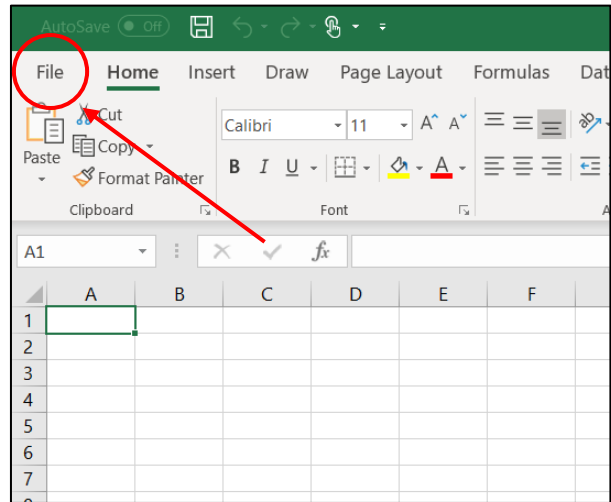
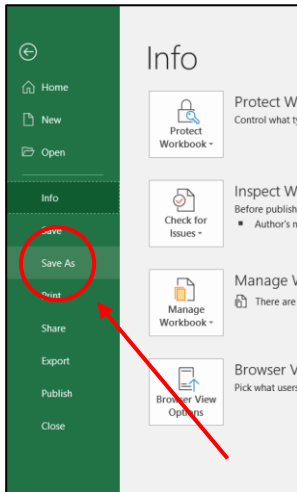


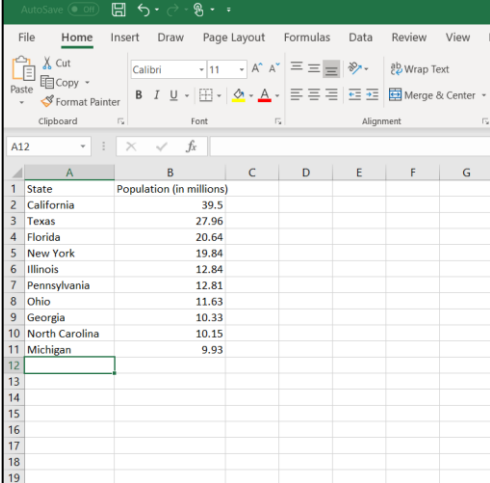
Figure 4



CAUTION:
SAVE FREQUENTLY!

Figure 5

4. Enter the data. In cell A1, give the first column a name. In cell A2, give the second column a name. These names will be used on the labels of the plot. In descending order of highest population to lowest population, enter the states and their respective populations. See **Figure 5**.

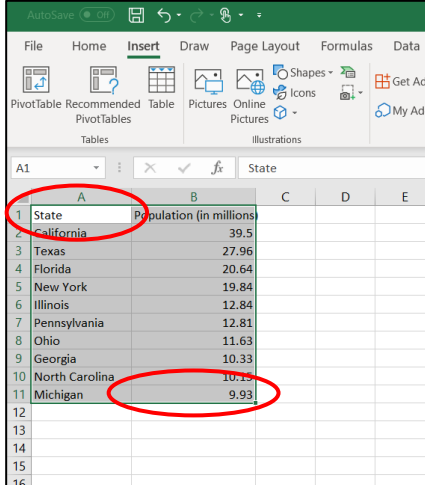


The screenshot shows an Excel spreadsheet with the following data:

State	Population (in millions)
California	39.5
Texas	27.96
Florida	20.64
New York	19.84
Illinois	12.84
Pennsylvania	12.81
Ohio	11.63
Georgia	10.33
North Carolina	10.15
Michigan	9.93

Figure 6

5. Beginning in cell A1, click, hold, and drag your cursor to cell B11. Release the hold. This action will highlight the data we want in the plot. Note: Cell A1 will remain un-highlighted. See **Figure 6**.

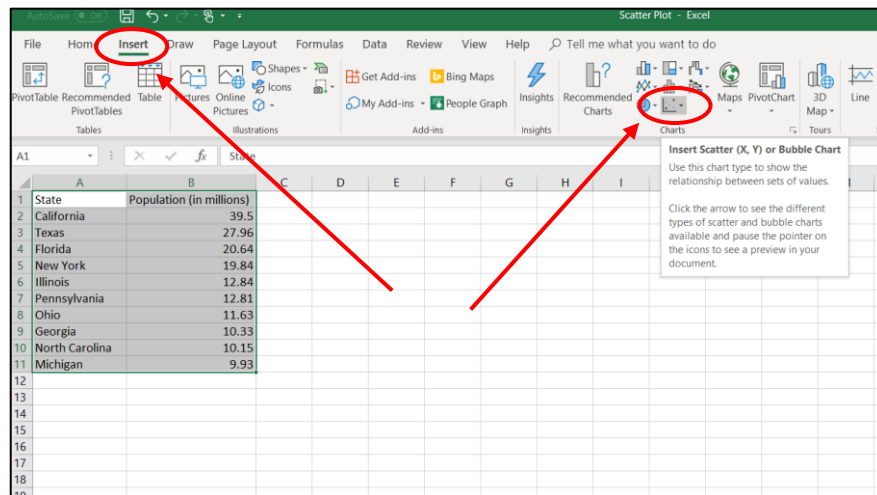


The screenshot shows the same Excel spreadsheet as Figure 5, but with the data range A2:B11 highlighted. The formula bar shows the active cell is A1, which contains the text 'State'.

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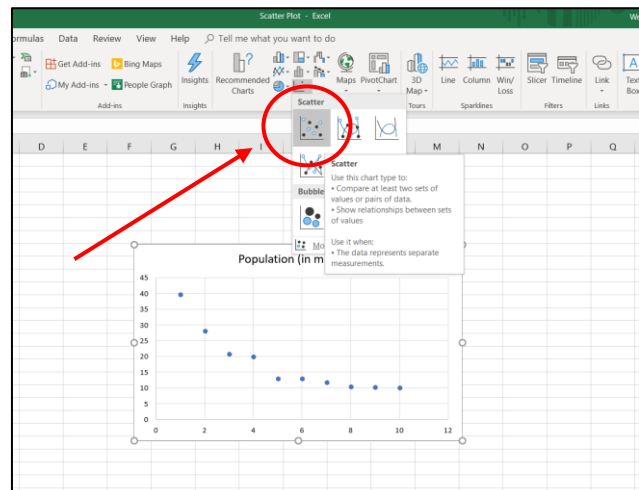
6. Click the “Insert” tab and click the scatter/bubble chart icon. This icon is towards the top-center of the page in the “Charts” section.” See **Figure 7**.

Figure 7



7. Choose the “Scatter” icon/option. After clicking the icon, a scatter plot will be inserted into your spreadsheet. See **Figure 8**.

Figure 8



Congratulations! You successfully created a scatter plot in Excel! 😊