Creating Digital Climate Graphs Using Microsoft Excel

1. Open Microsoft Excel
2. Enter “Month” in A1, “Temperature” in B1 and “Precipitation” in C1
3. Enter January in A2, February in A3, March in A4…
4. Enter temperature values in column B beside their months
5. Enter precipitation values in column C beside their months
6. Select A2-A13 and B2-B13
7. Select “Insert” from the top menu and click the line graph button
8. Click the “Horizontal (Category) Axis” on your graph
9. Select “Format” from the menu options and under “Axis Options” click the bar graph icon, select the “Label” tab and change the “Label Position” to “low” to move the months of the year labels to the bottom of your graph
10. Right click your graph and click “Select Data”
11. On your spreadsheet, select A2 through C17 and hit “OK”
12. Click the new line that is formed on your graph and under “Chart Design” click “Change Chart Type” and turn the line into bars (clustered column)
13. Select your bars and go to the “Chart Design” menu option. Under “Format Data Series” click on the bars and select “Secondary axis” to plot your series on
14. Under “Chart Design” click on the “Add Chart Element” icon and add axis titles as well as a chart title
15. Save the graph as a picture or copy your graph and past it into a word document. Adjust the size/ page orientation and print.