

## How to make a graph an APA Style Graph in EXCEL 2007

First enter your data into the spreadsheet. Remember that if you are making an interaction graph then you must use the CELL MEANS! Next, click on the "Insert Tab"

Book1 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clip Art Shapes SmartArt Column Line Pie Bar Area Scatter Other Charts Hyperlink Text Box Header & Footer WordArt Signature Line Object Symbol

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1		Low	High																								
2	Males	20	28																								
3	Females	25	27																								

Ready

Average: 25 Count: 8 Sum: 100

1:49 PM

You will then get something like this:

Book1 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat Design Layout Format

Change Chart Type Save As Chart Type Template Type Switch Row/Column Data Select Data Chart Layouts Chart Styles Move Chart Location

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1		Low	High																								
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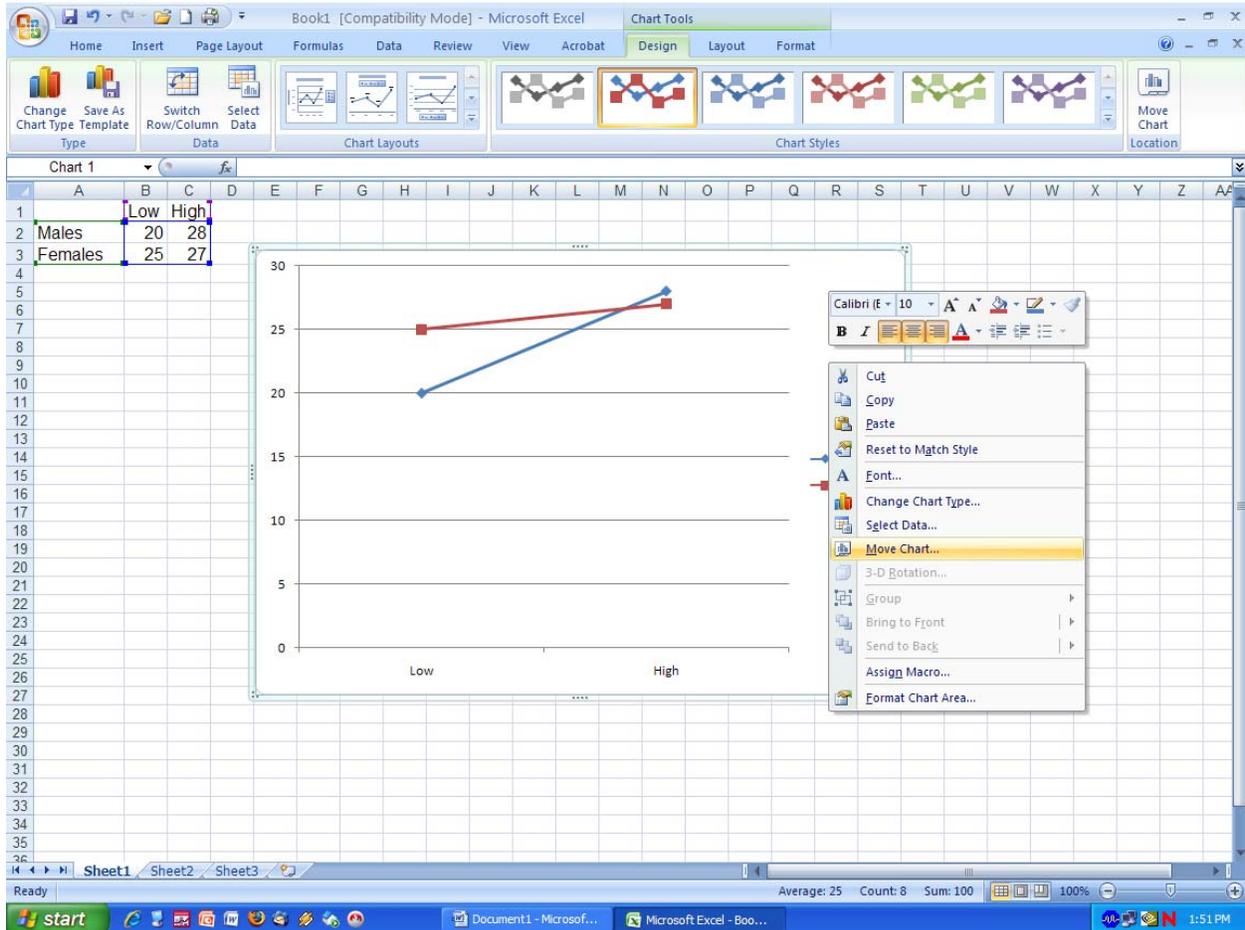
Chart 1

Ready

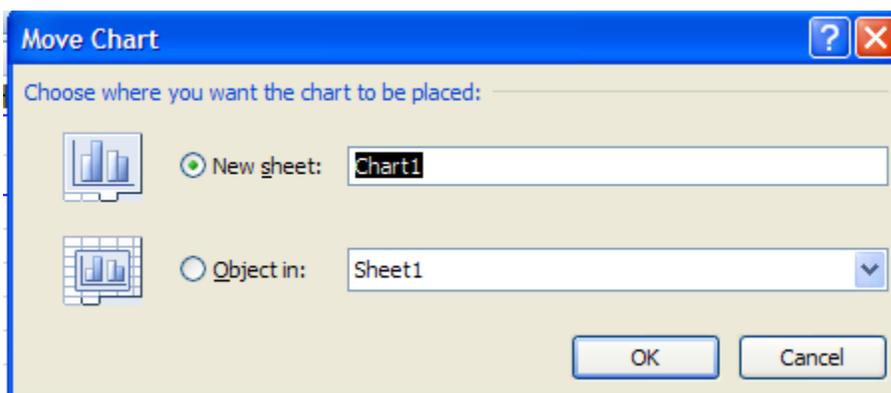
Average: 25 Count: 8 Sum: 100

1:50 PM

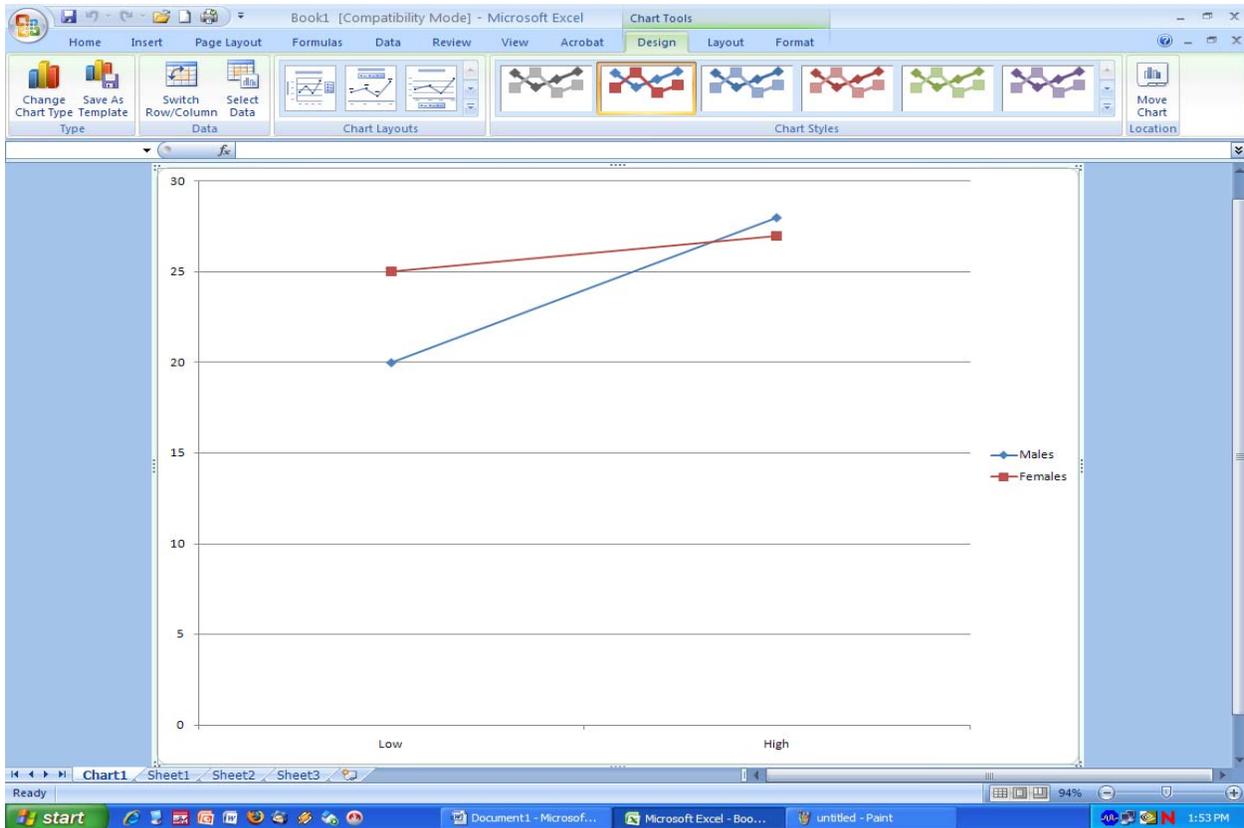
Now we want to move this graph so it is all by itself, so hover over the graph with your mouse then right click so a menu pops up like so:



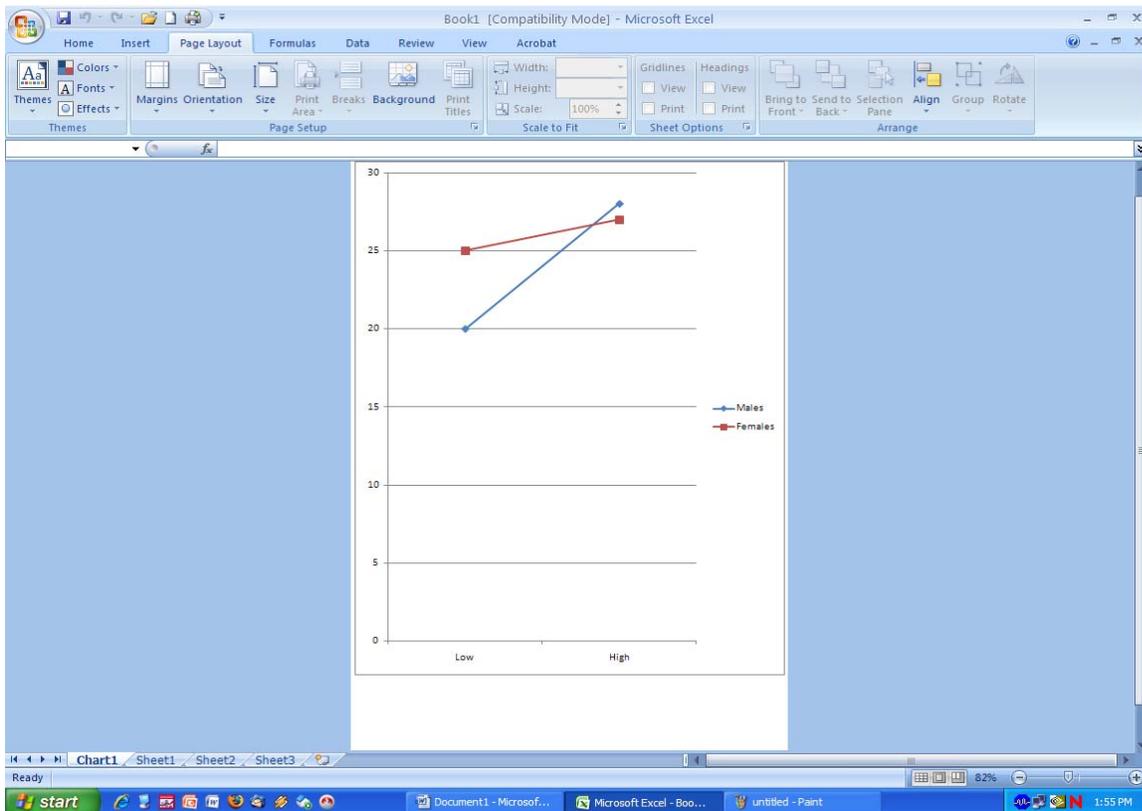
Choose move chart and make it a new sheet called Chart 1



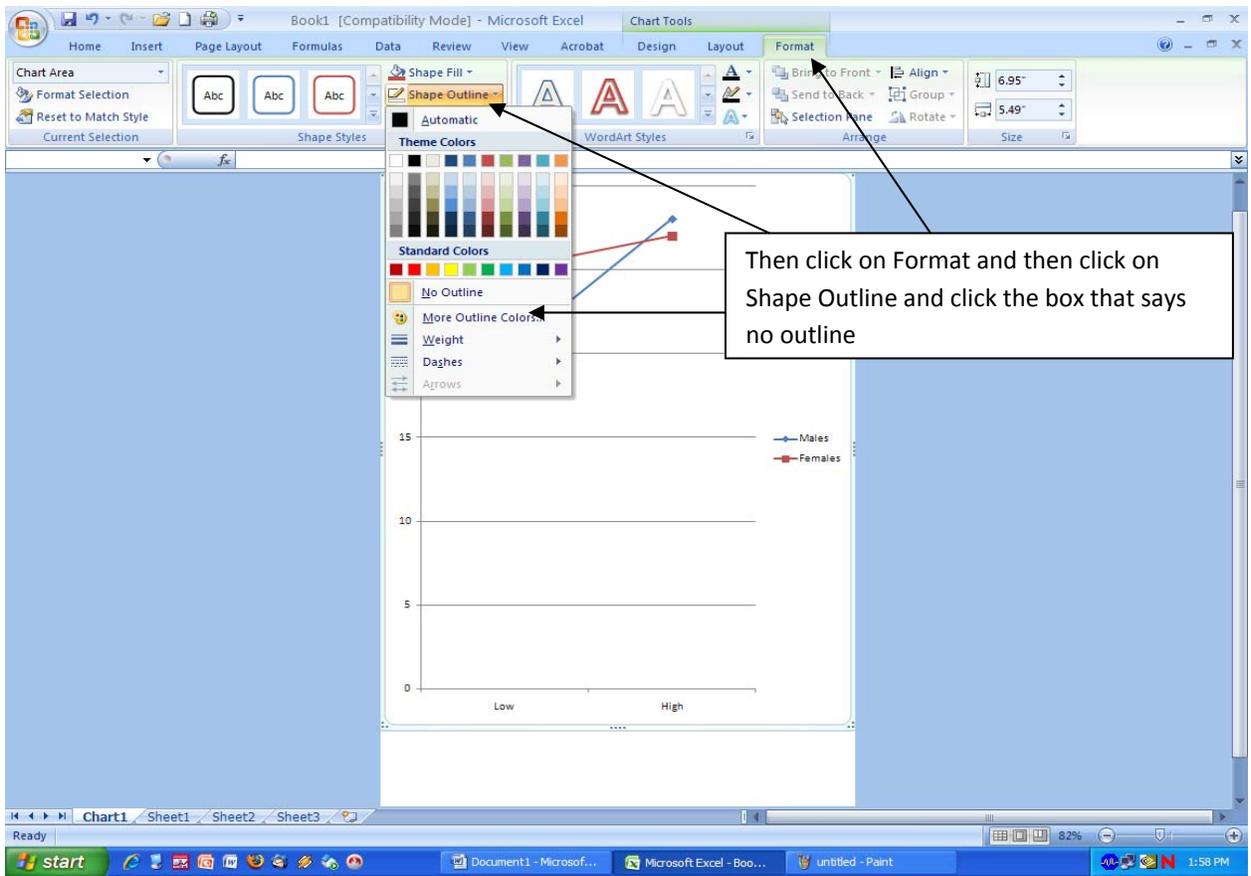
Now your Excel window will look like this:



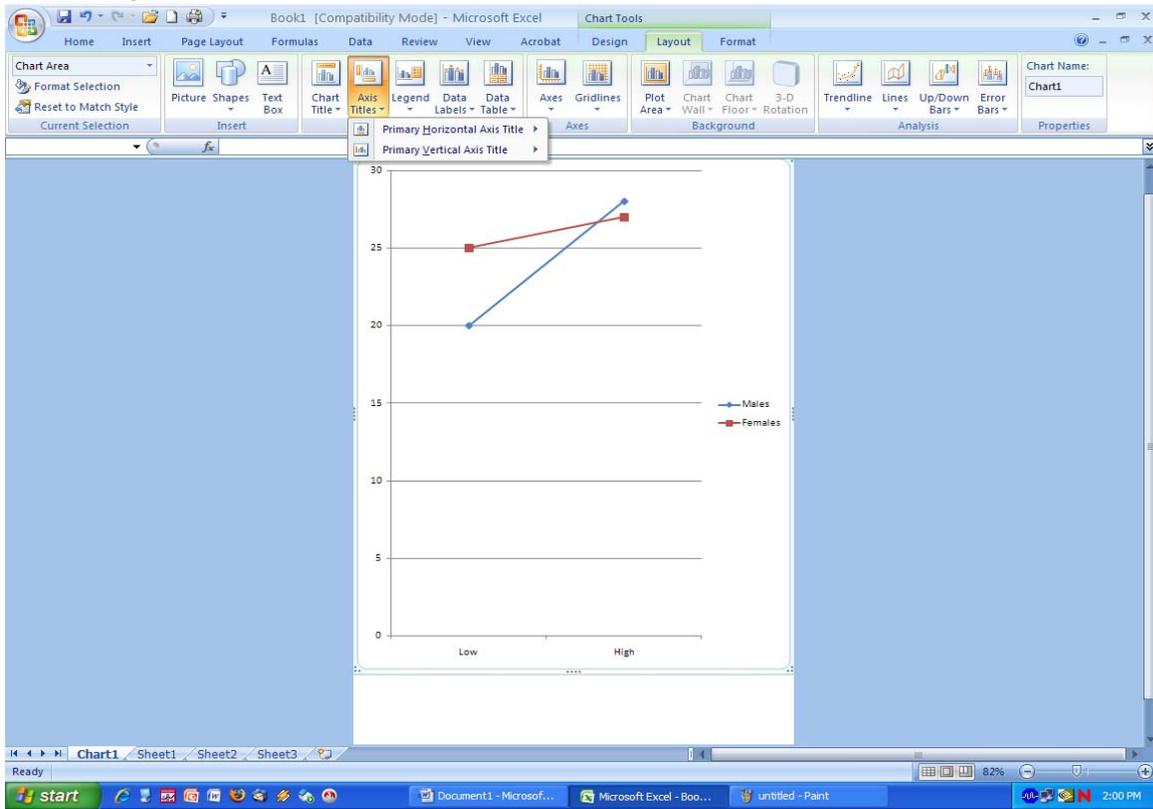
Next, click on page layout tab and change the graph so it is PORTRAIT and make the margins about 1.5 inches all around so its centered on the page.



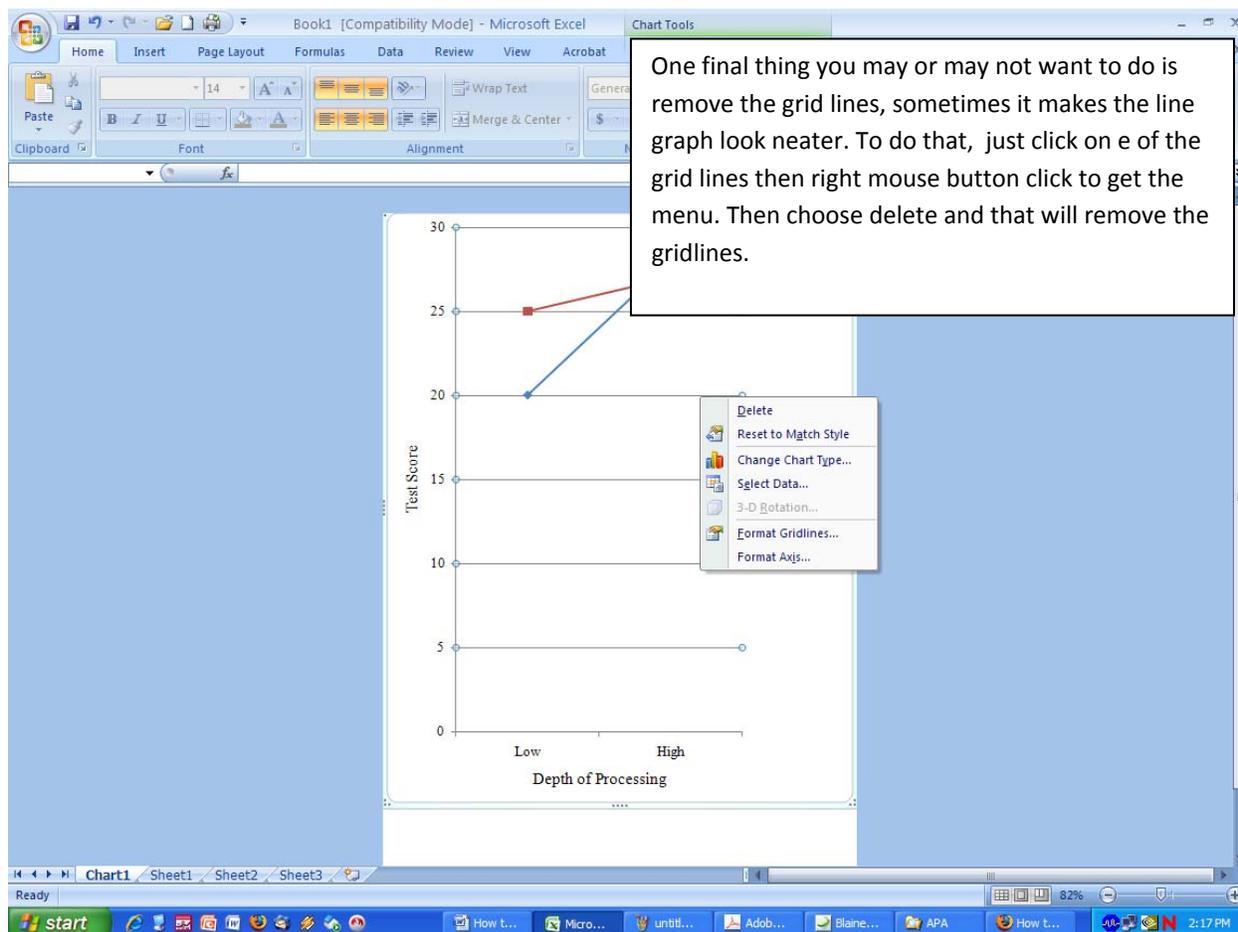
Next double click on the graph to get the formatting ribbon:



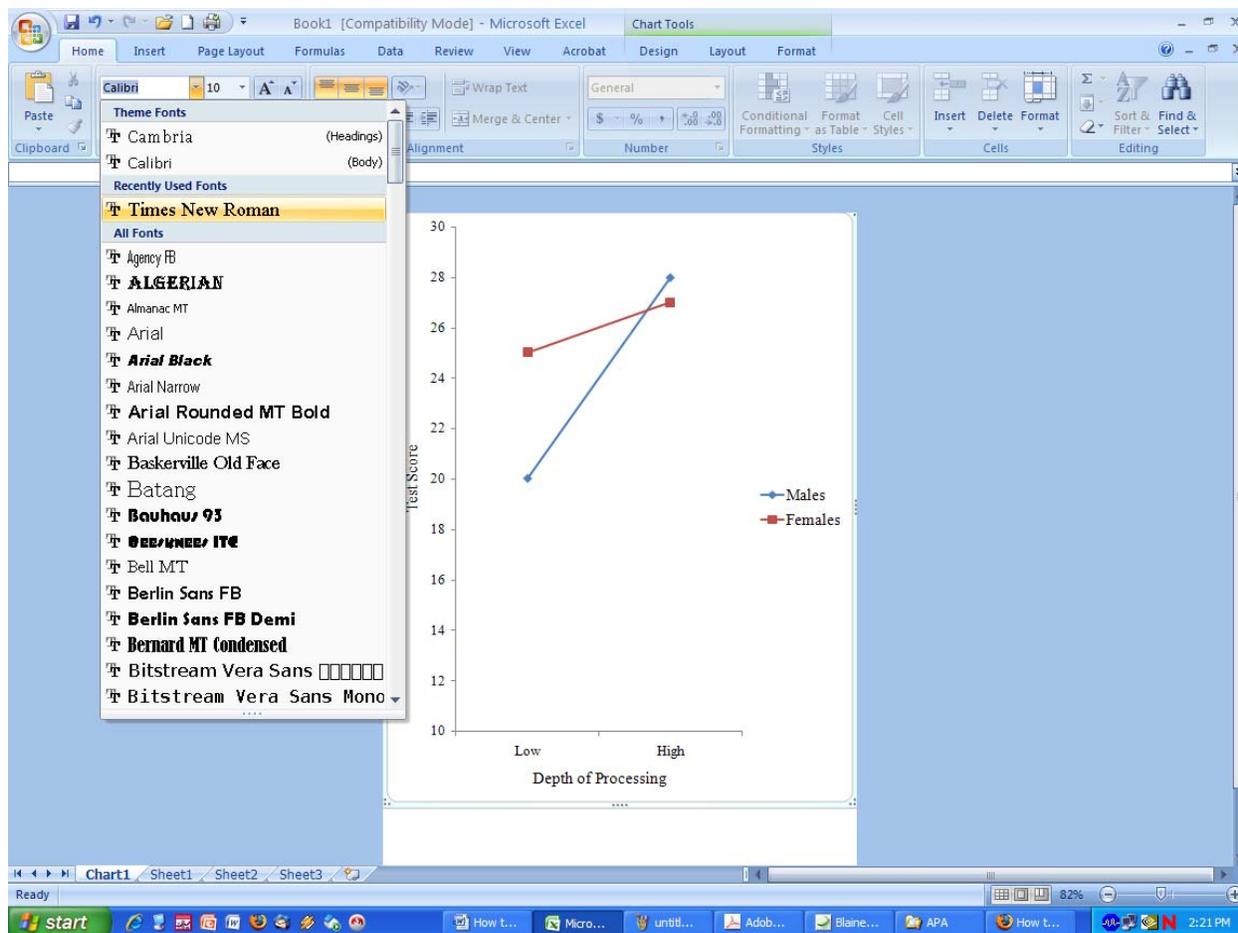
Next you need to add Axis Labels. Do that by making sure the graph has still been selected (double click the graph) and then look for the ribbon tab called Layout and click on the button called axis titles and type in a label for each axis. See Figure below.



Make sure that you name each axis with an appropriate title.



You're almost done, now it's just a matter of cleaning up the graph a bit. You need to double click each axis and increase the font to around 14 or 16 depending on size of graph. Make sure you are using the same font for all text (Times new Roman). If you want to change the colors of your lines just double click it and change it.



When you are done just print it out. Remember for a paper being submitted for publication in APA style there is not a title or page number on this Figure. The title goes on a page called the Figure caption page.

Good Luck!