Steps to plot Graph in “Microsoft Excel 2010”

**Step 1:** Click on Insert menu in the toolbar in your excel sheet.

**Step 2:** Click on the scatter to get the drop down menu and select “All Chart Types”
**Step 3:** We get list of chart options as below shown in the screenshot.

Select X Y (scatter), in X Y scatter select the 2nd option of graph and click “ok” button.

Screenshot is shown as below.

Once you click the OK button, we get a blank chat as below:
**Step 4:** Right click on the blank chart and click on “select data.”

**Step 5:** Click add in the “Select Data source dialogue box”. Screenshot is shown below:

When we click add we get the “Edit Series” dialogue box” which is displayed as below:
**Step 6:** We need to add the series name, series X values and series Y values.

Click ok and we get a graph as below:
Now to clear the horizontal lines from the chat inside are we need to click on the graph and then we get a Design menu on the ToolBar. Click on Layout 4 and all the horizontal lines inside the chat will disappear. Screenshot of doing this is shown below:
Now to set the appropriate interval for X-axis and Y-axis we select the graph and select Format on toolbar.

Select on Horizontal Axis and set the range accordingly.

We want our X-axis value to start from 4. So give 4 over here. This is the maximum X value. Interval between x points.
Similarly we do the Y axis formatting as below:

For Y axis we click on vertical axis and click Format selection and we get the below dialogue box.
Once we do the X axis and Y axis formatting as shown above, we get the below graph:
**Few additional features:**

To make your graph colorful, double click on the graph and we get a dialogue box where we can select the Gradient fill.

In the above plot we see the horizontal points are in between the graph. To bring it down we can select “Axis Label” as low in Format axis dialogue box. Screenshot of doing this is shown below:
To get the axis labels down, select low from the axis label.
To add Chart title, axis Title: Click on the graph and go to “Layout” in the toolbar. We can accordingly select Chart title and add it, as well select axis titles and add the X and Y axis title.
Below is the Final graph 😊

If we place the cursor on the point over the graph, we can see the value.