WRIT 4260/5260

Stroupe

**Excel Techniques 1**

**To Create a Secondary Y-Axis**

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| 1. Highlight the data in your Excel table and create a 2D Line Chart | |
|  | A. Highlight the data in the table  B. From the ribbon at the top, choose the “Insert” tab  C. From the choices of chart style, choose Line > 2D Line  D. If necessary, switch the row/column order:  - Under “Chart Tools” in the ribbon, select the “Design” Tab,  - Choose “Select Data,”  - Click “Switch Row/Column” |

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| 2. Format the line to go on a secondary Y-axis (right-side vertical axis) | |
|  | A. In the chart, right-click the line to go on the secondary Y-axis  B. From the pop-up menu, choose “Format Data Series”  C. Under “Series Options,” choose “Secondary Axis”  D. Click “Close” to close the pop-up window |

**To Change the Range of an Axis**

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|  | A. On the chart, highlight the line on the axis you want to edit  B. In the ribbon at the top under “Chart Tools,” choose the “Layout” Tab  C. Under “Layout,” click the “Axis” button  D. In the pop-up window, roll over the axis on which you want to change the scale  E. From the fly-out menu, choose “More…Options” at the bottom  F. From the new pop-up window, choose “Axis Options” (if it is not already open)  G. In the “Axis Options” window, change the settings for “Minimum” and “Maximum” to “Fixed”  H. Change to values for the “Minimum” and “Maximum” to modify the range to be displayed on that axis in your chart.  I. Click “Close” to close the pop-up window |

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