Creating a Scatter Plot in Excel
1. Enter your independent (x) variable in column A.
2. Enter your dependent (y) variable in column B.
3. Highlight all cells for which you have entered data, including the names of your variables.
4. From the standard toolbar (at the top), go to “Insert” and choose “Chart” from the drop-down menu.
5. Choose “XY Scatter”
6. You just want a scatter plot, so choose “Next”
7. The defaults should work fine, so choose “Next” again.
8. Give your graph a title and label the x and y axes.
9. In the “Legend” tab, uncheck the “Show legend” box.
10. Choose “Next”
11. Choose “Finish”

Creating a Linear Regression line in Excel
1. You must create a scatter plot using the procedure outlined in “Creating a Scatter Plot in Excel.
2. Left-click on one of your data points to highlight them all.
3. When you have highlighted your data points, right-click on one of the data points.
4. Choose “Add Trendline” from the list.
5. The default trendline is a linear regression.
6. Click on the “Options” tab and check the boxes at the bottom to “display your equation on the chart” and to “display the r-squared value on the chart”
7. Choose “Ok”
8. It is best to resize your graph now, once you have added everything that you want to it. Resize it by left-clicking on one of the corners and dragging it so the graph is larger.

Inserting a graph into Word
1. Make sure that you resize your graph after you have created it in Excel and before you try inserting it into Word. (Although, you may be able to resize it without a problem after inserting it into Word)
2. When you have your graph the way that you want it in Excel, right-click on it and choose “Copy”.
3. Go over to your Word document. Right-click and choose “Paste”.