* Know how to create your data table(s) in Excel (or Google Sheets, but Excel is preferred)
	+ Must show mass & volume data for at least two metals
	+ Each metal’s data set should include class data samples (trials)
	+ All rows & columns must be properly labeled and have appropriate units
	+ Data table should have appropriate borders, spelling & sizing
* Know how to create one graph in Excel which you will copy into your lab report Word file that will be uploaded to TurnItIn.com by Sunday 10/2 at 11:59 pm
	+ Must be an XY scatter plot
	+ Mass must be plotted on y-axis and volume plotted on x-axis
	+ Must show both metals’ data sets on same graph
	+ Must include a legend clearly identifying both metals’ data sets
	+ Must be properly scaled so that data sets are shown in their entirety and occupy the majority of the chart area
	+ Individual data points must be visibly marked, but should not be labeled
	+ Must include a title and proper axes titles with appropriate units
	+ Each data set must have its own trendline
	+ Each trendline must have a y-intercept equal to zero
	+ Equations for trendlines must be displayed on chart

**\*\*\**Remember, the equation for the trendline gives you the slope of the trendline, and this slope is equal to the density of the metal being plotted! \*\*\****

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| **MAJOR REQUIRED COMMANDS/ACTIONS** |
| **Name** | **HOW/WHERE TO ACTIVATE** | **DESCRIPTION** |
| **Insert Charts** | Highlight mass & volume data, then click insert tab from top main menu | From charts toolbar, choose XY-scatter, with no lines |
| **Select Data** | Click on data series, right click and choose select data. This opens a new menu which allows you to edit, add or remove data sets (called series in Excel) | When editing or adding a new series, clicking on small red arrow square allows you to choose which cells from table will define this series’ name, x-values & y-values |
| **Format…** | Clicking on any part of the chart will select that part, then right click to be able to choose to format that part of the chart | Allows you add a trendline to a data series, change that trendline once you’ve made it and change just about any other part of the graph you wish (axes, legends, titles, etc) |
| **Chart Tools→Layout** | Click on Layout tab from top main menu while active in chart  | Allows you to change titles, axes, trendlines, etc. |

* Know how to create your data table(s) in Excel
	+ Must show mass & volume data for at least two metals
	+ Each metal’s data set should include at least three samples (trials)
	+ All rows & columns must be properly labeled and have appropriate units
	+ Data table should have appropriate borders, spelling & sizing
* Know how to create one graph in Excel which you will copy into your lab report Word file that will be uploaded to TurnItIn.com by Sunday at 11:59 pm
	+ Must be an XY scatter plot
	+ Mass must be plotted on y-axis and volume plotted on x-axis
	+ Must show both metals’ data sets on same graph
	+ Must include a legend clearly identifying both metals’ data sets
	+ Must be properly scaled so that data sets are shown in their entirety and occupy the majority of the chart area
	+ Individual data points must be visible (use markers)
	+ Must include a title and proper axes titles with appropriate units
	+ Each data set must have its own trendline
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**\*\*\**Remember, the equation for the trendline gives you the slope of the trendline, and this slope is equal to the density of the metal being plotted! \*\*\****

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