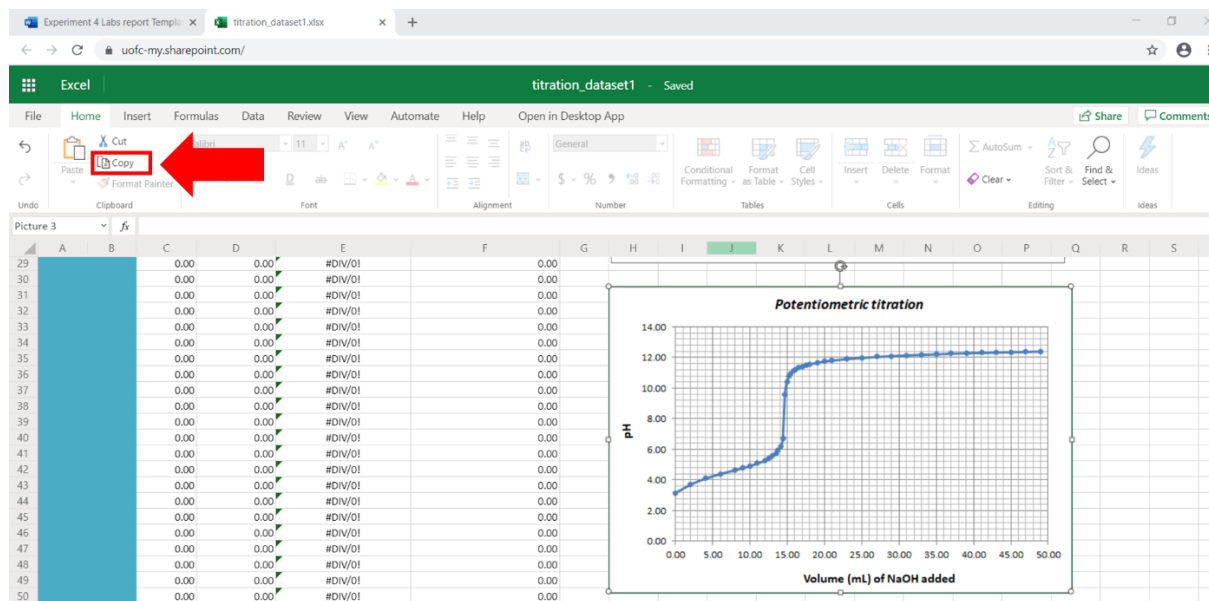


How to Add Labels to Digital Graphs Guide

****Note if you add the graph labels in Microsoft excel instead you must paste your graph as an image  into your report template or else your labels will be shifted on your graph and you will have to adjust the labels every time you move or resize your graph. Once you paste the graph resize it to fit the graph to ensure it fills a page ****

Adding Graphical labels in Microsoft Word:

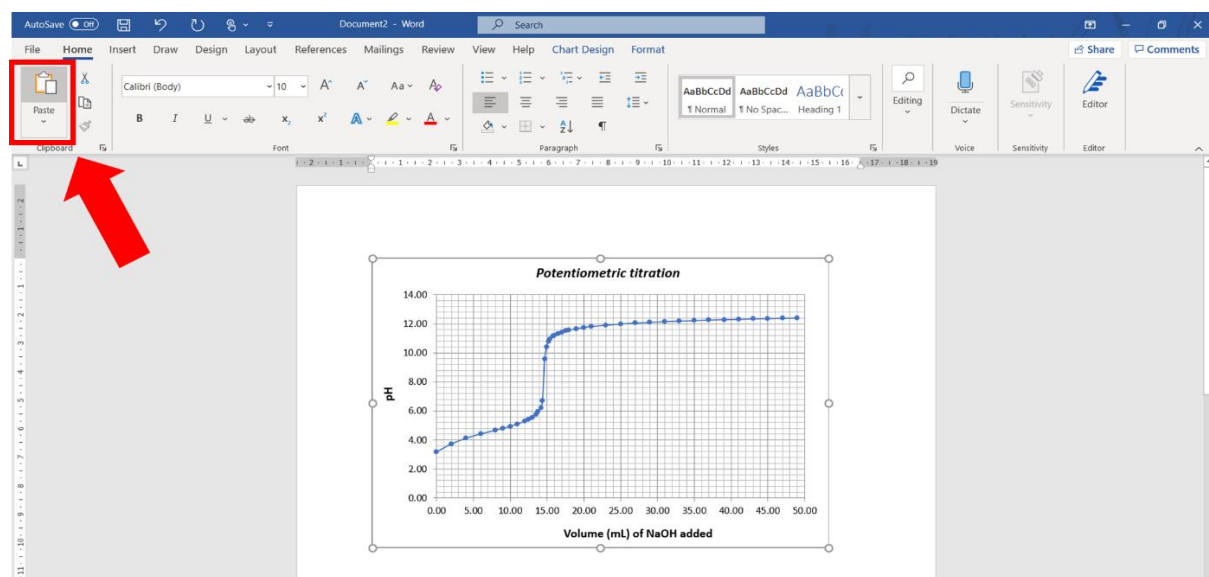
1. Click on your graph in excel. Once your graph has been highlighted click the copy button  in the top left-hand corner.



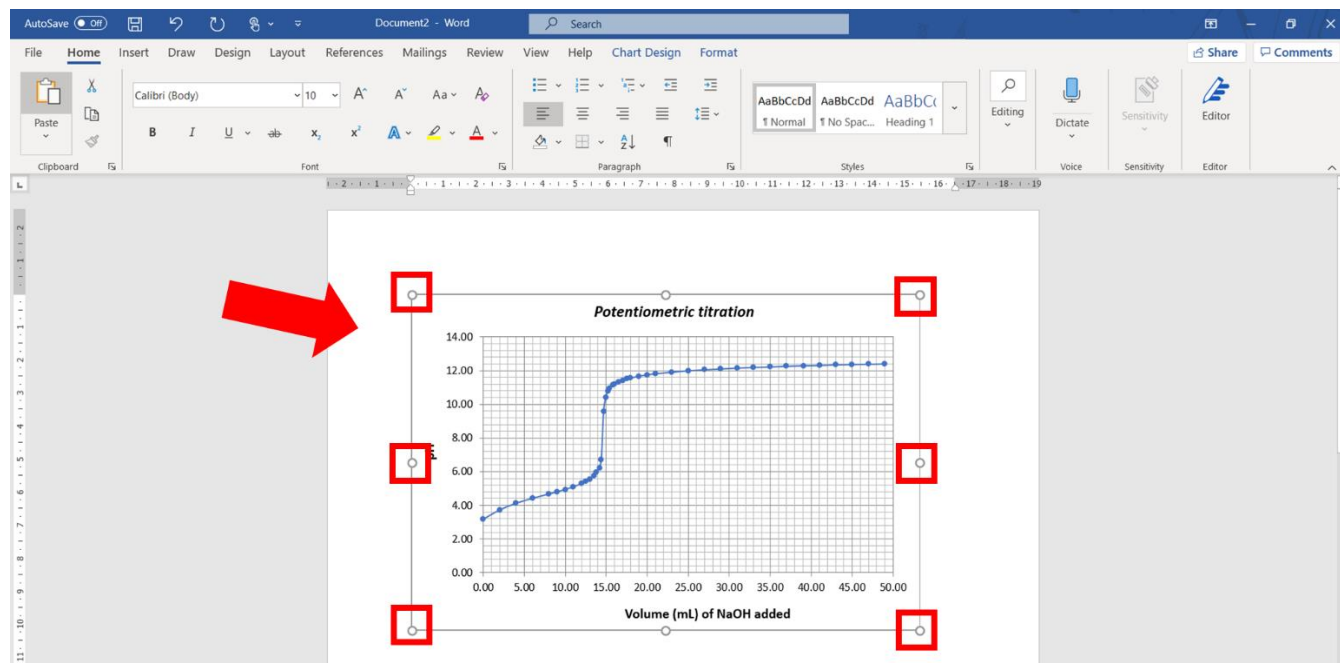
2. Open your experiment 4 lab report template in Microsoft word. Click on the paste button or hit (ctrl V on your keyboard) to place your graph into your word document. (Note if you paste the graph as an image



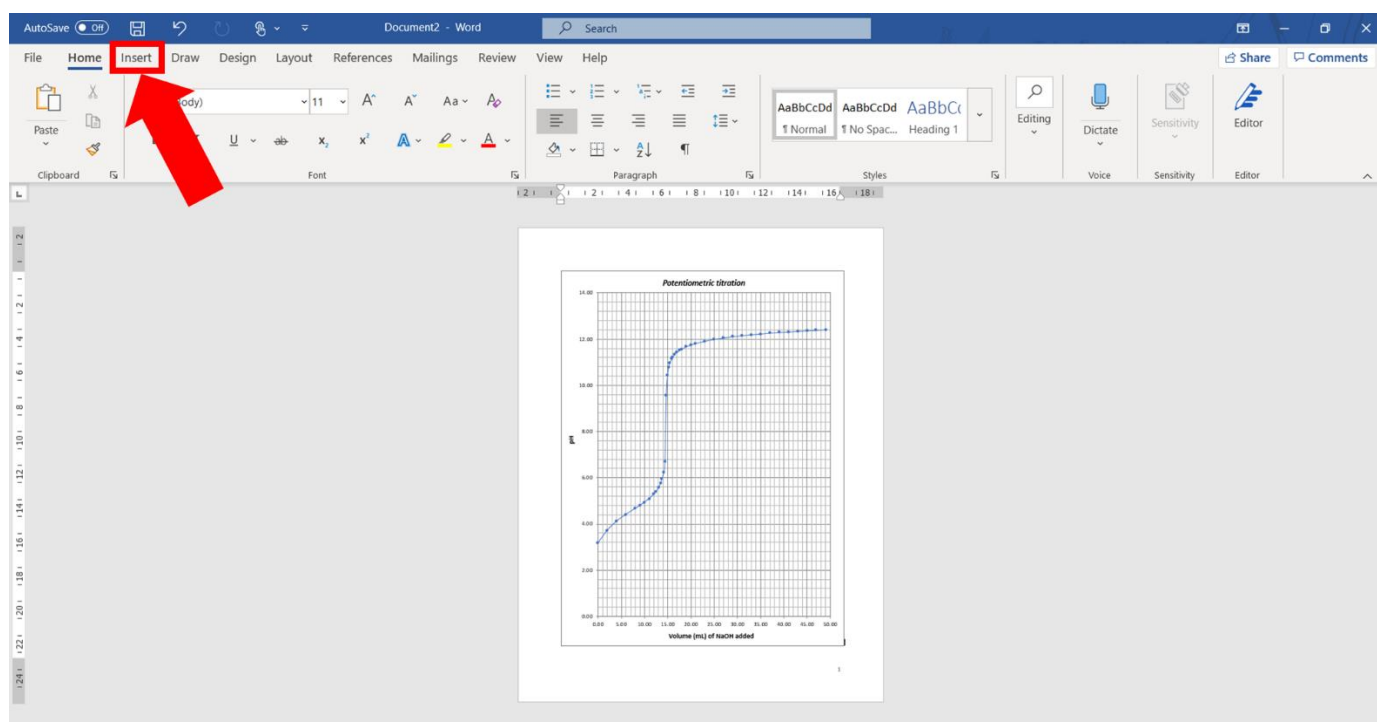
it maybe fuzzy and hard to read so do not paste it as an image in your word document)



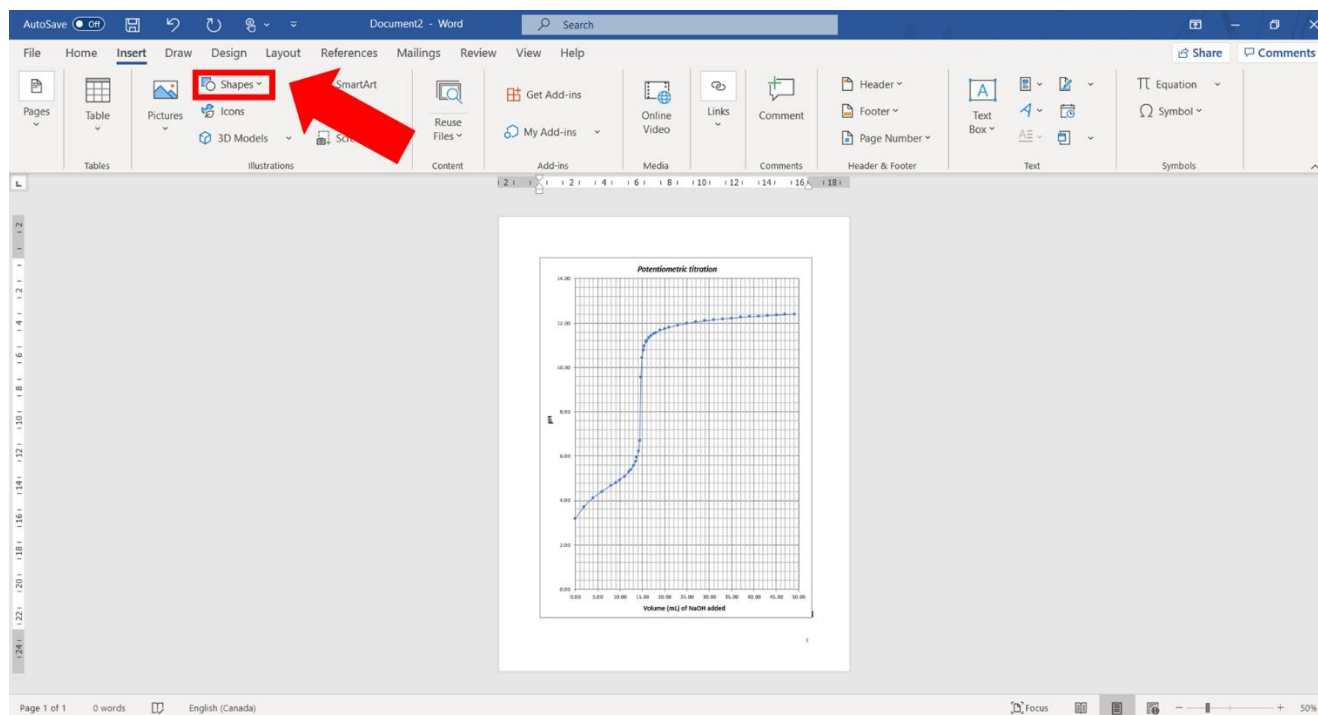
3. Click on your graph in the word document. Use the white circles on the border of your graph to resize your graph to roughly the size of a page.



4. Once your graph is properly resized to the size of a page, click on the insert tab **Insert** on the top of your screen.



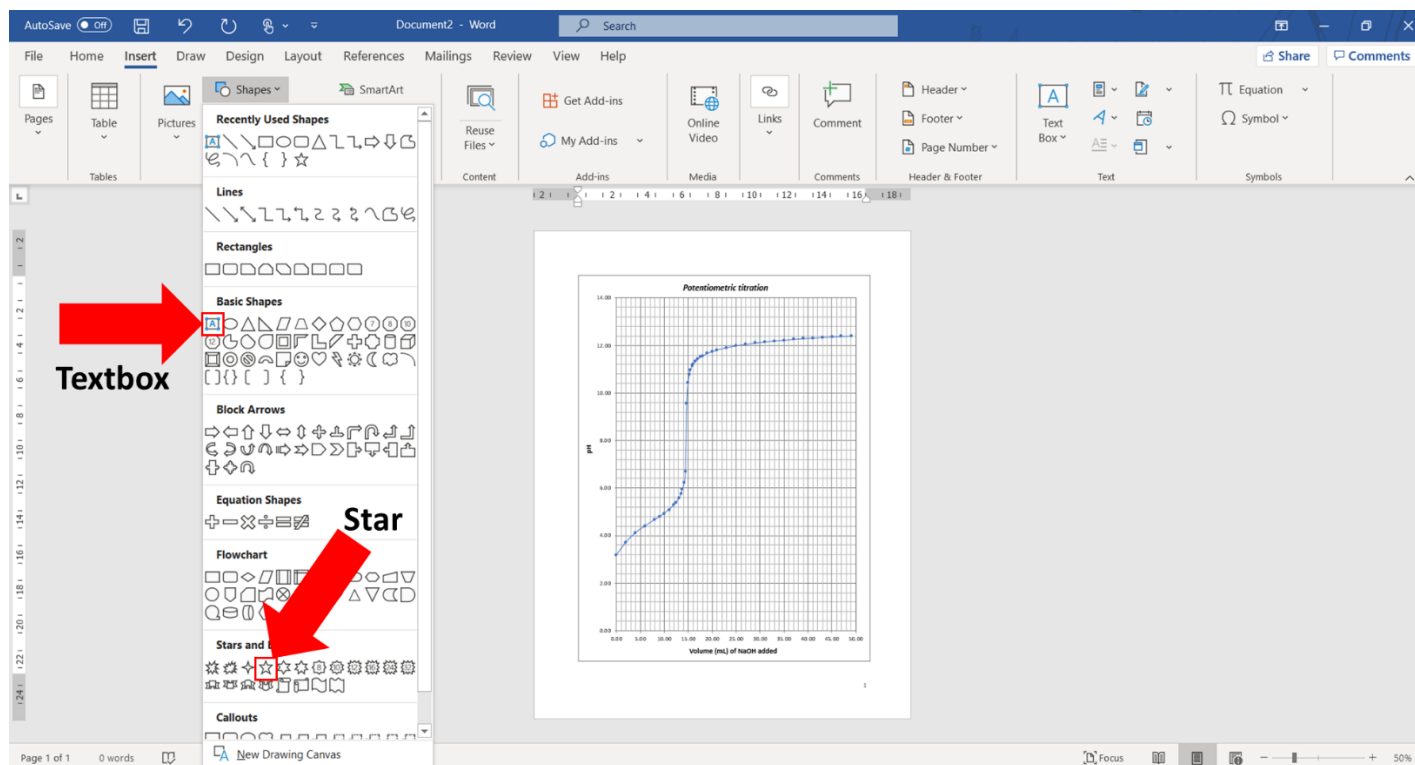
5. Under the illustration section click on the button labeled shapes.



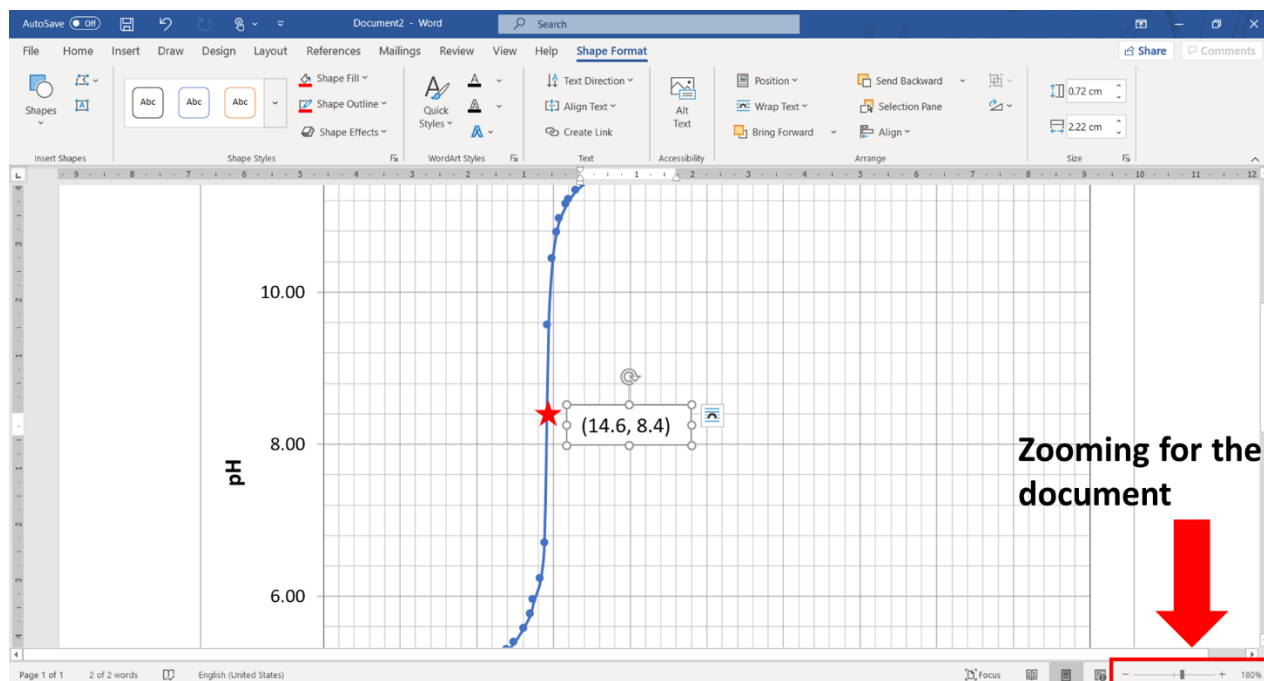
6. A drop-down menu will appear with a large variety of shapes to choose from. Click on the textbox button



to insert the label for your points. Click on the star shape button ☆ to add the point to the graph.



7. Zoom into your graph to add your points precisely by marking the point on the curve with a shape (like a star) and use a textbook to provide the coordinates of the point on the graph.



8. Repeat step 7 until the required data points are marked on the graph and labeled.

