1. Open Excel
2. Create a New Blank Worksheet
3. Save As: YourName Portfolio (make sure you place it in a file you can find again)
4. In cell A1 type the heading of that column

    Rainfall (mm)

5. In cell B1 type the heading of that column

    Tree Growth (cm)

6. In colum A (A2) start entering the data and fill the data in under that heading:

   594
   732
   1,279
   1,474
   1,072
   295
   1,314
   428
   1,326
   384
   430
   1,427
   912
   1,238
   443

7. In the column under Tree Growth enter this data:

37
38
80
82
56
19
72
29
81
20
25
88
53
81
22

8. Highlight the entire data table
9. Select the tab Insert
10. Find the Chart type Scatter
11. In the dropdown menu, select the type scatter with markers

You have just completed making a scatterplot chart

12. Select the chart (if it isn't already selected)
13. Find Layout on the Toolbar
14. Find Trendline and select it
15. In the dropdown menu select the Linear Trendline

You have just inserted a Trendline

16. Drag the chart next to the data table
17. On the toolbar, select Insert
18. Select Textbox
19. Under the data table and chart, drag a rectangle to enter your summary.
20. Click into the text box and write a brief summary explaining what your graph and trendline mean.

You are done! Save and submit.