

Time Series EXCEL Step by Step

Constructing a Time Series Chart

To make a time series chart:

1. Enter the title *Year* and the years 1999 through 2003 in column A of a new worksheet.
2. Enter the title *Number* and the frequencies 156.2, 160.1, 162.3, 172.8, 179.4 in column B.
3. Highlight the data from column B and select the Insert tab from the Charts tab in the toolbar.
4. Select the Line chart type.
5. Right-click the mouse on any region of the graph.
6. Select the Select Data option.
7. Select Edit from the Horizontal Axis Labels and highlight only the years (not the title) from column A, then click [OK].
8. Click [OK] on the Select Data Source box.
10. Click the chart title and change it to *Number of Vehicles Using the Pennsylvania Turnpike*.
9. Click the mouse on any region of the chart. The Chart Tools tab and toolbar should appear. On the Chart Layouts tab click Add Chart Element.
10. Add the following Chart Elements
Axis Titles: Primary Horizontal
Axis Titles: Primary Vertical
Legend: Right
11. Select Axis Titles to change the horizontal Axis Title to *Year* and the vertical Axis Title to *Number (in millions)* (in millions).
12. Right-click the vertical axis title *Number (in millions)* then select Format Axis Title. On the right select Properties and Size. Change the Text direction to horizontal.
13. Your worksheet should look like the figure. Save the file with the filename *yourlastnameTimeSeries.xlsx*

