1. Open your data on Excel. For example use the file realGDPgrowth.xlsx from the course website.

2. Click on Charts → Line → Line

3. Sometimes the chart will automatically fill, depending on where the cursor is. If not, right click on the chart area and click on select data.
4. The following box comes up
5. Changing the “Chart data range” to the relevant area will often automatically fill what you want. Otherwise, click on Add under the box on the left hand side. In the Series Name field you can type a name for the time series corresponding to series 1 or you can click on the arrow and select the cell on Excel that contains the name of the variable. To select the time series data that you want to plot click on the red arrow by the “Series values” field and select the data (Data in Column B in this example)

![Edit Series dialog box](image1.png)

6. You may then want to select the Horizontal (Category) Axis Labels. Eventually, it should look something like this:

![Select Data Source dialog box](image2.png)

7. Hit OK and a chart like the following will appear

![Chart with real GDP growth](image3.png)
8. To move the X-axis labels to the bottom of the chart, step on the X-axis and right click. Select Format Axis.

9. The following dialog box comes up. Click on Ticks. Select Low in the Axis Labels Box.