How to put in a table/graph into lab report:

1. Press Insert tab and then table button. Scroll down to words saying Insert table. Then put in 6 columns and 4 rows. (or however many rows and columns you need). Table should appear. Highlight whole table before typing and make sure it is 1.0 spaced by using Home tab and clicking on double arrow key for spacing.
2. Once it is on 1.0 spacing you can type data into table. Make sure you only put units on top row and not on the data itself or the graph will not work out.
3. Once table is done, you will highlight it and press copy. Open an Excel spreadsheet and click on the first box in spreadsheet and paste.
4. Highlight only the data numbers again. Click on Insert on Excel sheet and press recommended charts and click on bar graph.
5. Once it shows up, click on the graph itself and the plus sign should show up on the right hand side of the graph. You will need to click on axes, axis titles, graph title, and gridlines.
6. Now you can type in the title and labels for the axis. You can then click on the graph and press Copy and then paste on your lab document. You did it!!!