

Instructions for Creating a Control Chart in Excel 2007

Highlight the data. If the columns are separated, highlight the first column. Then hold control down to highlight the second column.

Insert: Scatterplot

To change chart title and the axis titles, click the chart, then Layout. Then you can insert the titles.

To change the axis minimum and maximum, click the chart, then the area you want to format, then Format, Format Selection.

Make sure you set the minimum and maximum wide enough so that the lines will show.

To add the warning and action limits, set them up like this (the spacing is important):

	X Range	Y Range
Lower Warning Limit	X low	Y lower warning limit
Lower Warning Limit	X high	Y lower warning limit
Upper Warning Limit	X low	Y upper warning limit
Upper Warning Limit	X high	Y upper warning limit
Lower Action Limit	X low	Y lower action limit
Lower Action Limit	X high	Y lower action limit
Upper Action Limit	X low	Y upper action limit
Upper Action Limit	X high	Y upper action limit

Right click within the chart, Select Data, Add, then enter any series number or name, select the data range for X and then data range for Y

The new points should appear on the chart, double click one of the points, right click, Format, Format Data Series, Marker Options None, Line Style (pick a line)

The lines should appear on the chart.