1. Select “Chart” from the toolbar
2. Select “Chart Options…”
   - It will then bring up the next window
What “usually” comes up...

1. Select “Gridlines”
2. Check all Minor and Major gridlines for the X and Y

Making gridlines look like graph paper

Getting this to look like

This
1. Mouse over a gridline near the axis
   • Should see something like

2. Right Click
   • Should see something like

3. Click on “Format Gridlines…”

1. Make sure you are on “Patterns”
2. Select “Color”
   • Choose the gray color

Make sure to change both X and Y Gridlines Major and Minor
Getting this to look like

1. Mouse over a gridline near the axis
   • Should see something like

2. Right Click
   • Should see something like

3. Click on “Format Axis…”

Blowing up a portion of a graph

Focus

Changing the Scale
What “usually” comes up...

1. Select “Scale"
2. Enter the values you want
   • For Range
   • For Scale

Make sure to change both X and Y axis