

EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN



How to do a figure with two axes using Excel

Chair of Economic History

Manual: Step by Step

1. Select the data you want to plot
2. Select “Einfügen” in the menu and choose the type of diagram you want to use
3. Format the Axes: Mark the respective axes with a right click and go to “Achse formatieren” which offers the possibilities to set maximums and minimums, select areas in the data to serve as label and the orientation of the labelling. *Add headlines to the axes by clicking at “Achsenbeschriftung” under the rubric of “Layout”.*
4. If you work with a diagram with lines you can right-click on one line in order to format it by selecting “Datenreihe formatieren” in the appearing menu: “Markierungsoptionen” offers the possibilities to change the dots of the line. *Select different dots (markers) for each country. Under the rubric of “Linienart” select “Strichtyp”: durchgezogen and “Breite”: 1,5pt to get drawn-trough, “skinny” lines. Set everything to different shades of grey by clicking at the example suggested in “Entwurf”.*
5. Again right-click on one line in order to add a labelling by selecting “Datenbeschriftung hinzufügen”: right-click on the appearing labelling and select “Datenbeschriftung formatieren” in order to select its option (select “Beschriftung enthält: Datenreihennamen and Legendensymbol”)
6. Add the labelling to a suitable place in the diagram