Creating Beach Profiles in Excel 2019

Note: you need to be using the **desktop version** of Excel to do this. The online version that you access through your web browser isn't good enough.

Save a copy of the **Beach Profile Spreadsheet** (find it at the web address in the header – go to the Geography section) and use this to work through the instructions.

I recommend turning **Autosave off** (top left). That way, if you make a mistake you can start again.

Enter the data you have for angles and distances in **columns C and D**. It's easiest to start from the shoreline and work up the beach.

You should end up with something like the spreadsheet on the right. Just ignore any blank rows underneath – they're there in case you have a really wide beach.

Now, draw the beach profile:

- Highlight the cells in <u>columns J and K</u> with numbers in. Don't forget the zeros in row 6. In the screenshot I highlighted from J6 to K11.
- Click <u>Insert</u> on the ribbon > and from the chart section at the top choose the **Scatter graph** type shown **on the right** This will draw a basic profile, but it looks a bit odd
- 3. <u>Right click</u> on one of the vertical (up/down) axis numbers> choose Format Axis. A sidebar pops up on the right
- 4. In the **Bounds** section, set the **Maximum** value to something like 15 and press **Enter**. Make sure the **Minimum** value is 0.
- 5. Move the chart to a new sheet. Unlock the sheet first
 (<u>Review</u> tab on the ribbon and press the Unprotect Sheet button) then click the <u>Chart</u>
 <u>Design</u> tab at the top > choose Move Chart on the right and select New Sheet > OK
- 6. Add axis titles click Chart Design > Add Chart Element (on the left) > Axis Titles:
 - Vertical axis: Height of beach (metres)
 - Horizontal axis: Distance from shoreline (metres)
 - Don't forget to change the chart title as well.

You can now add labels (using text boxes) or photos to the chart. You may want to adjust gridlines (**Chart Design** > **Add Chart Element** again) – try adding minor gridlines to the vertical axis.



