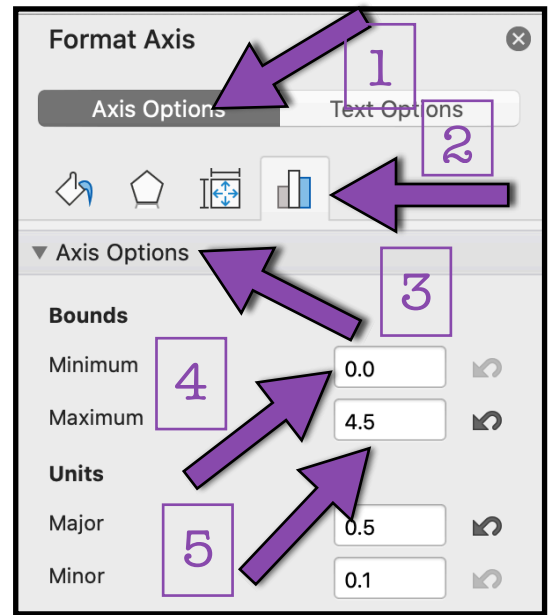


# How to Change Your Y-axis Scale

## Microsoft Excel

To change your y-axis scale, double click in your graph on your y-axis Graph Units, which will open a “Format Axis” toolbar on the right side of the screen.

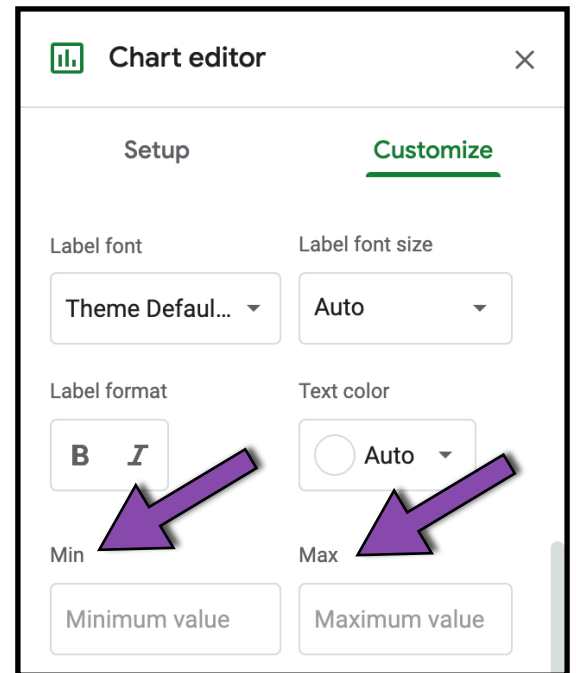
First, make sure Axis Options are chosen at the top. Second, select the icon that looks like a bar graph. Third, click the down arrow for “Axis Options.” Fourth, under “Bounds,” change the Minimum to the value that you want your y-axis to start on. Fifth, change Maximum to the value you want your y-axis to end on.



## Google Sheets

To change your y-axis scale, double click in your graph on your y-axis Graph Units, which will open a “Chart editor” toolbar on the right side of your screen.

From the “Chart editor,” you can change the scale of your y-axis by entering in your desired y-axis Min value (the value you want your y-axis to start on) and Max value (the value you want your y-axis to end on).



## Apple Numbers

To change your y-axis scale, click anywhere on your graph, and a “Format” toolbar will open on the right side of the screen.

From the Format tool bar, first select “Axis,” and second select “Value (Y).”

Third, under the “Axis Scale” menu, enter your desired Min: value (the value you want your y-axis to start on), and, fourth, enter your desired Max: value (the value you want your y-axis to end on).

