



Plotting Data onto a Map in Microsoft® Excel® (Office 365)

Step 1: Select the entire data set.

A screenshot of the Microsoft Excel interface showing a data table. The table has columns labeled 'City', 'Feb. Cases', 'March Cases', and 'April Cases'. The data ranges from row 1 to row 13. A callout bubble points to the data range A1:D13 with the text "Select the entire data set".

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City	Feb. Cases	March Cases	April Cases									
2	New York	19	56	189									
3	Los Angeles	6	12	201									
4	Chicago	0	3	14									
5	Houston	19	19	272									
6	Philadelphia	0	1	5									
7	Phoenix	23	78	289									
8	San Antonio	6	9	95									
9	San Diego	3	38	258									
10	Dallas	4	13	83									
11	San Jose	10	23	109									
12	Austin	28	59	281									
13	Jacksonville	10	97	322									

Step 2: Select the “3D Maps” icon located in the *Insert* tab. Select the “Open 3D Maps” option.

A screenshot of the Microsoft Excel interface showing the 'Insert' tab selected. A callout bubble points to the '3D Map' icon with the text "Select 'Open 3D Maps'". A tooltip for 'Open 3D Maps' is shown, explaining it opens 3D tours or creates new ones for geographic data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City	Feb. Cases	March Cases	April Cases									
2	New York	19	56	189									
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10	Dallas	4	13	83									
11	San Jose	10	23	109									
12	Austin	28	59	281									
13	Jacksonville	10	97	322									
14	San Francisco	2	13	76									
15	Indianapolis	0	2	7									
16	Columbus	1	5	14									
17	Fort Worth	8	26	98									
18	Charlotte	1	2	19									
19	Seattle	1	10	65									

Step 3: A new window will open with the data plots displayed on a map.

