

Appendix C

Contents of a Lab Report

This is a general list of items and sections which should be included in every lab report.

Data and Spreadsheet

- Write your name and your lab partner's name at the top of your spreadsheet.
- The spreadsheet should have the data columns labeled, **including units**. Also, include a written sample calculation for each type of calculation performed by Excel. Do not forget to include the equation or constants used.
- Include any additional calculations that the lab manual asked you to do.
- Include a print-out of the formula view of your spreadsheet; to go to formula view: `Ctrl+'`
- Fit Excel sheet to one page: go to **File ► Page Setup ► Scaling:** Fit "1" page wide by "1" page tall.

Graphs

- Along with every graph there needs to be an observation (\sim 2 sentences) as to the nature of the graphs. You could comment on how the curves

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behave, what interpretation can be drawn from them, etc. What can we learn from this graph, or what message do you have for your reader about it?

- Every graph should have the following:
 1. title (always “ ‘vertical axis’ vs. ‘horizontal axis’ ”)
 2. labeled axes with units
 3. curve fit if appropriate
 4. legend if needed
 5. error bars when appropriate
 6. your observations
- An example of a graph is shown in Fig. [C.1](#)

Answers to questions

- Print out a copy of the question pages and provide answers to them.

Ordering of Pages

1. Data (sample calculations, spreadsheets, formula view)
2. Pictures (graphs with observations)
3. Answers to questions

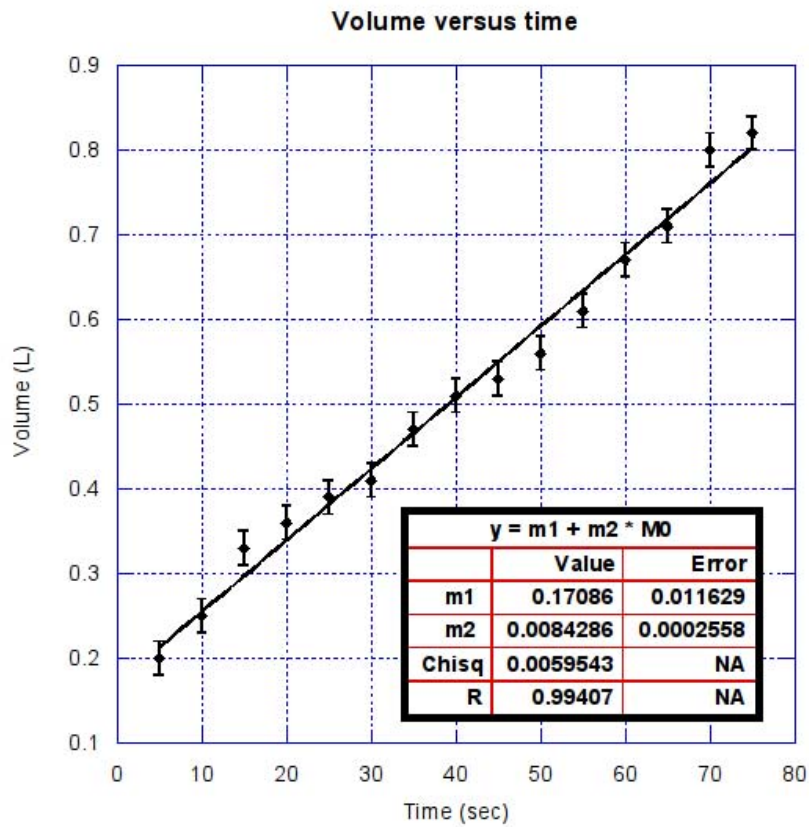


Figure C.1: The graph represents the volume of water leaking through a roof versus time. The rate at which water penetrates the roof is 0.0084 ± 0.003 L/s.