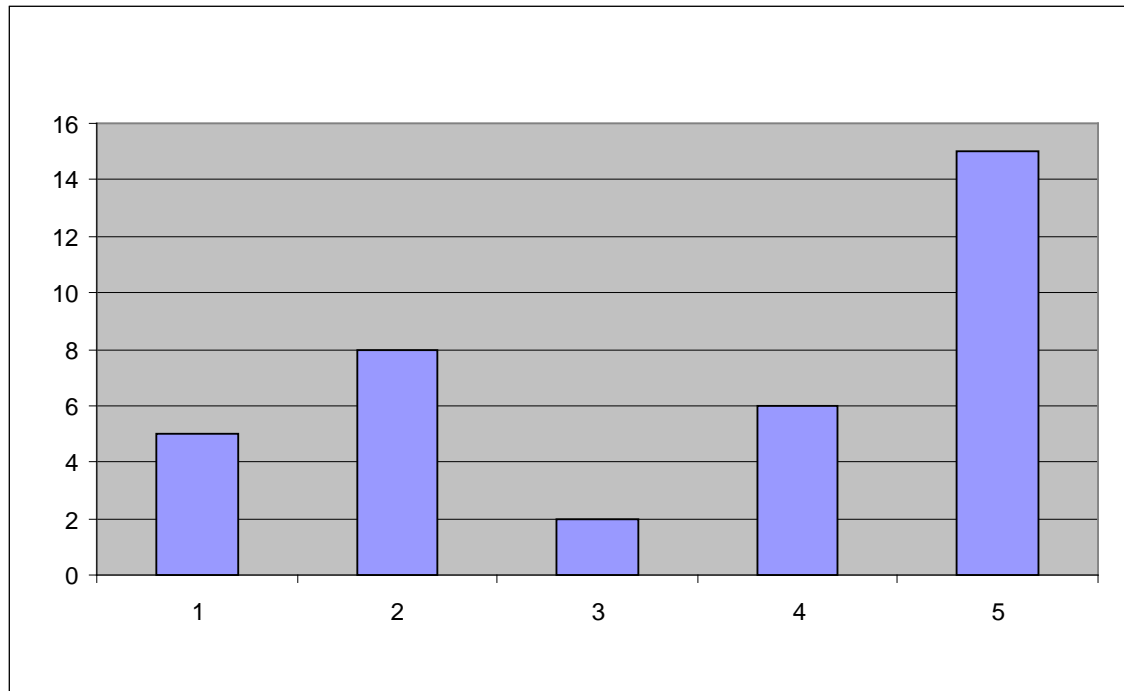


# *How To Make Charts Using Microsoft Excel*

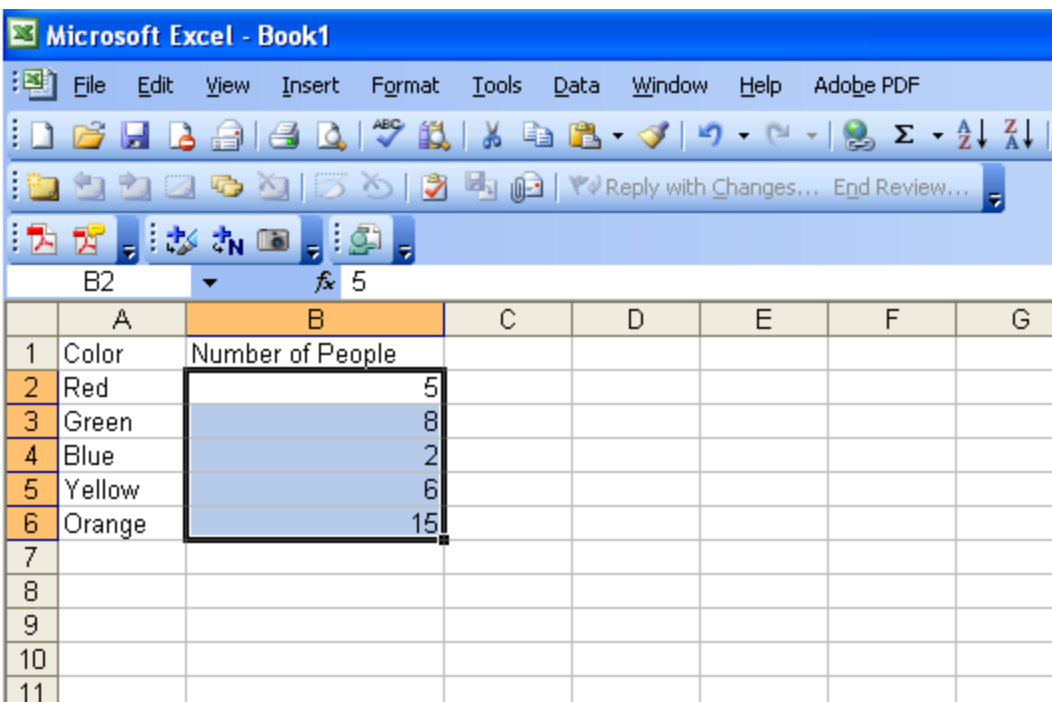




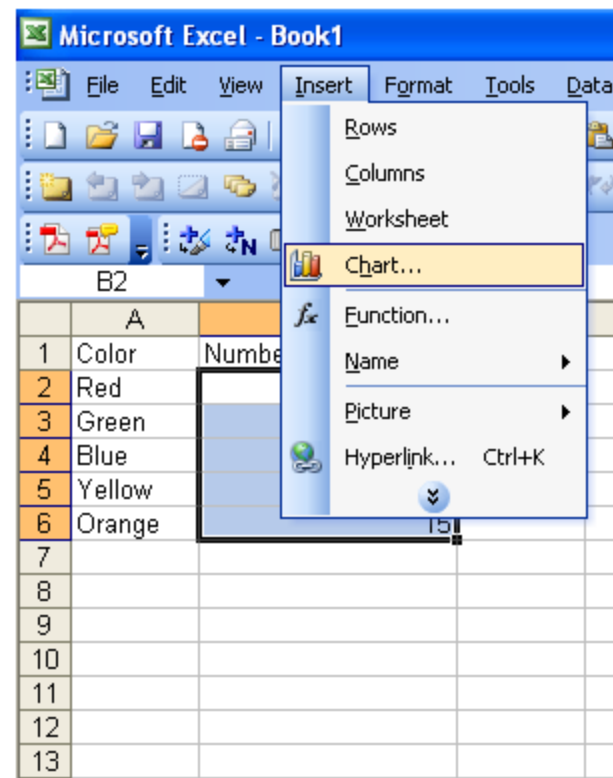
Step 1 – Highlight all the numbers by left mouse clicking on the first number and drag the mouse down to the last number. The boxes should turn blue except for the first one.

Step 2 – While boxes are still highlighted click on Insert(top menu bar) and move mouse down to chart and click on Chart...

## Step 1



## Step 2



A Chart wizard will pop up allowing you to choose the different types of graphs you want. Easiest for this type of data would be a Column Graph. Click Next to continue.

The screenshot shows Microsoft Excel with a data table and the Chart Wizard dialog box. The data table is as follows:

	A	B	C	D	E	F	G	H	I
1	Color	Number of People							
2	Red	5							
3	Green	8							
4	Blue	2							
5	Yellow	6							
6	Orange	15							

The Chart Wizard dialog box is titled "Chart Wizard - Step 1 of 4 - Chart Type". It has two tabs: "Standard Types" and "Custom Types". Under "Standard Types", the "Chart type:" list includes Column, Bar, Line, Pie, XY (Scatter), Area, Doughnut, Radar, Surface, and Bubble. The "Chart sub-type:" section shows several options, with "Clustered Column" selected. The description for "Clustered Column" is "Clustered Column. Compares values across categories." The "Next >" button is highlighted.

After you click next you come to Step 2 of the wizard. I find it easiest to click on the Series tab on the top. The chart in the wizard should show your data. If not do not worry, we can adjust it in a second.

The screenshot shows an Excel spreadsheet with the following data:

	A	B
1	Color	Number of People
2	Red	5
3	Green	8
4	Blue	2
5	Yellow	6
6	Orange	15

The Chart Wizard - Step 2 of 4 - Chart Source Data dialog box is open, showing a bar chart of the data. The chart has five bars representing the colors and their corresponding number of people. The Y-axis ranges from 0 to 16. The X-axis is labeled 1 through 5. The series is named 'Series1' and its values are defined as '=Sheet1!\$B\$2:\$B\$6'.

Series Name:   
Values:   
Category (X) axis labels:

Buttons: Add, Remove, Cancel, < Back, Next >, Finish

Next step is to name your series. This will be used as a “legend” title as well. If you did not want to type in the space where it says Name: you can click on the white box next to the blank area, and this will allow you to click on the title of the column you have already made on the spreadsheet.

The screenshot shows Microsoft Excel with a spreadsheet and the Source Data dialog box. The spreadsheet has the following data:

	A	B
1	Color	Number of People
2	Red	5
3	Green	8
4	Blue	2
5	Yellow	6
6	Orange	15

The Source Data dialog box is open, showing a bar chart titled "Number of People" with the following data series:

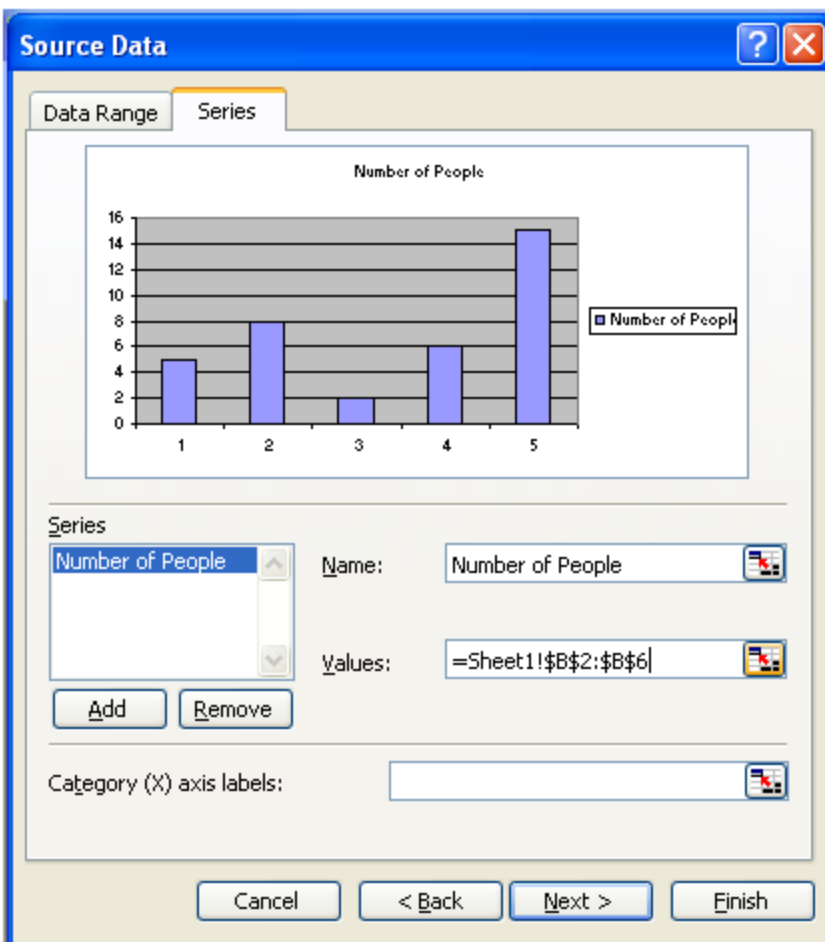
Category	Value
1	5
2	8
3	2
4	6
5	15

The dialog box also shows the following configuration options:

- Series: Number of People
- Name: Number of People
- Values: =Sheet1!\$B\$2:\$B\$6
- Category (X) axis labels: (empty)

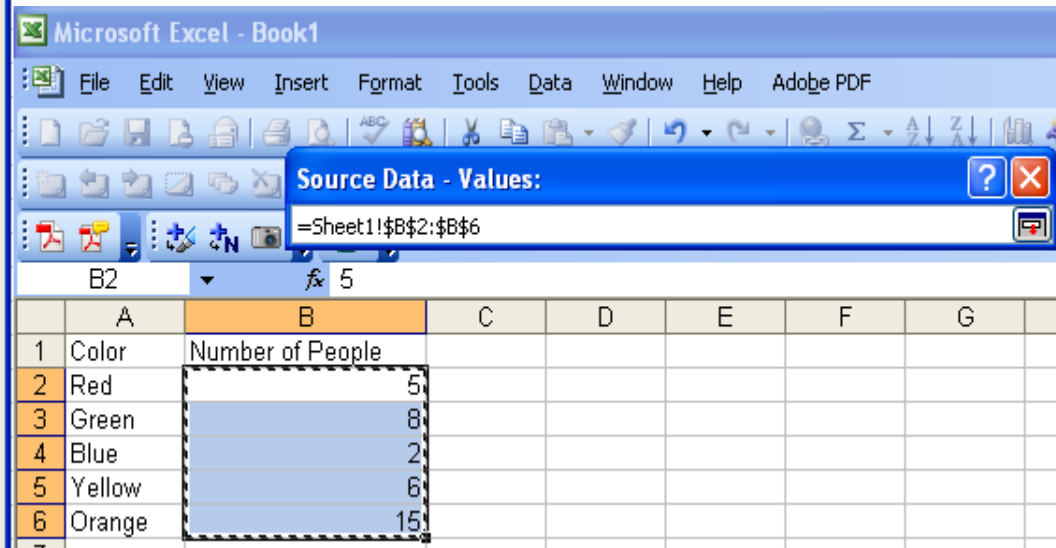
Buttons: Add, Remove, Cancel, < Back, Next >, Finish

To double check you are using the correct values click on the square to the right of your values box (Step 1). This will pop up your spreadsheet page and highlight what you are using (Step 2). If this looks correct just hit enter. If not you want to highlight the data starting from the top number and dragging the mouse down to the last number.

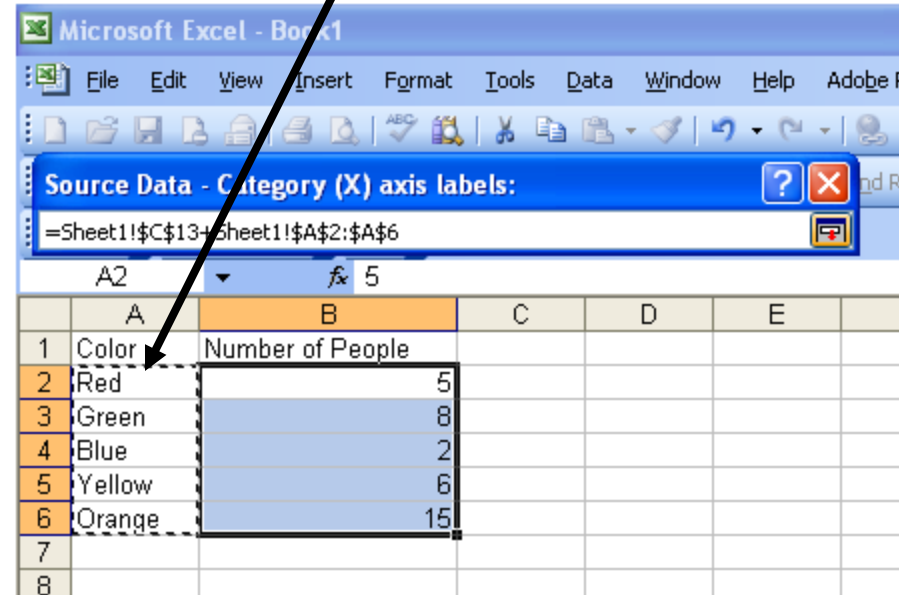
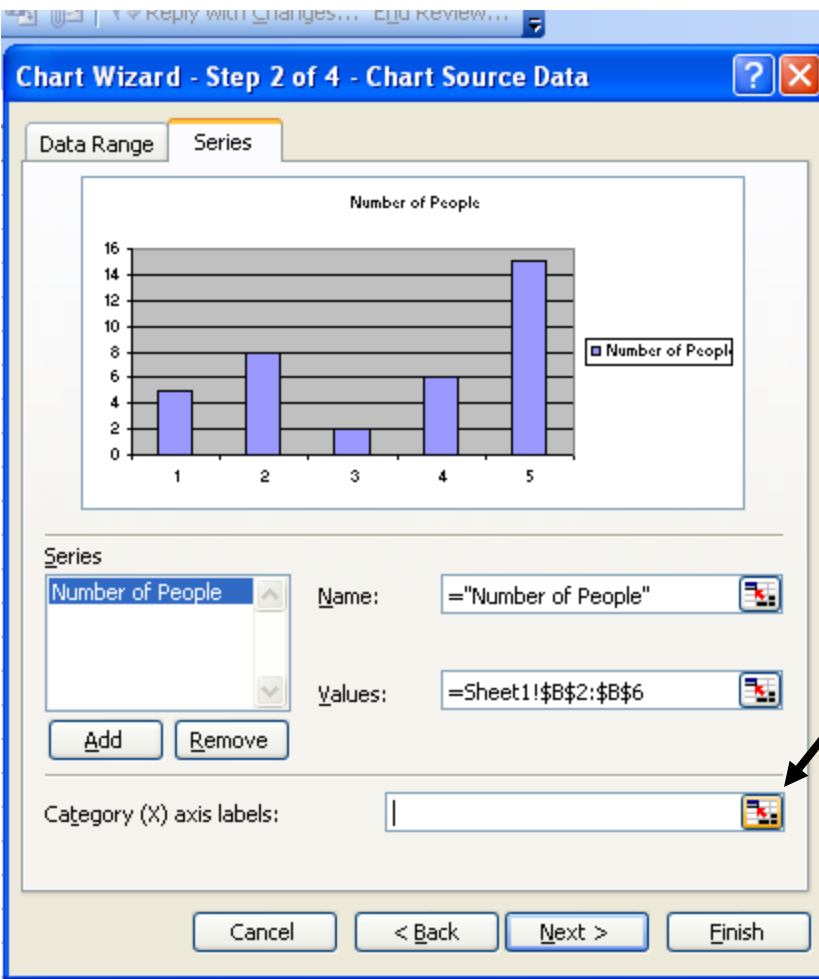


Step 1

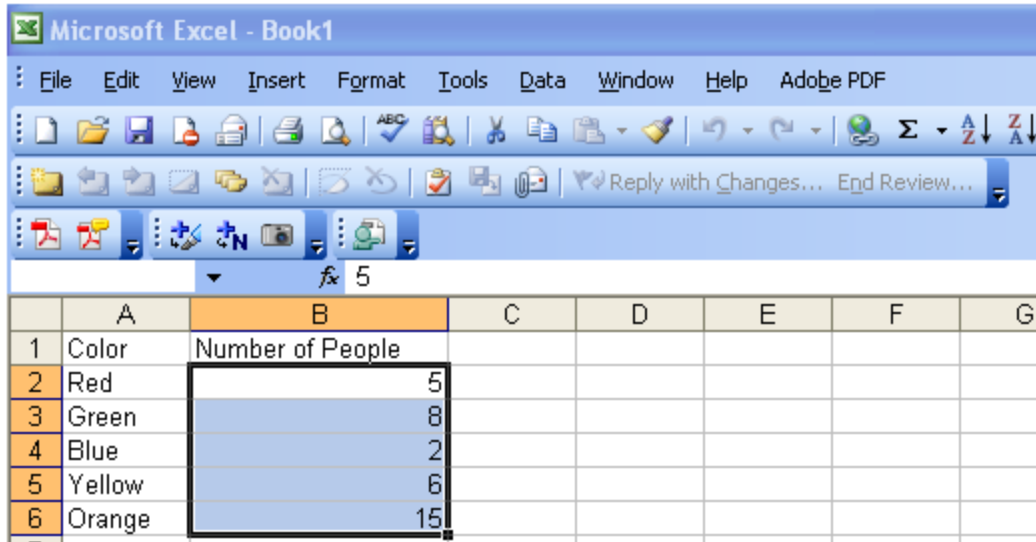
Step 2



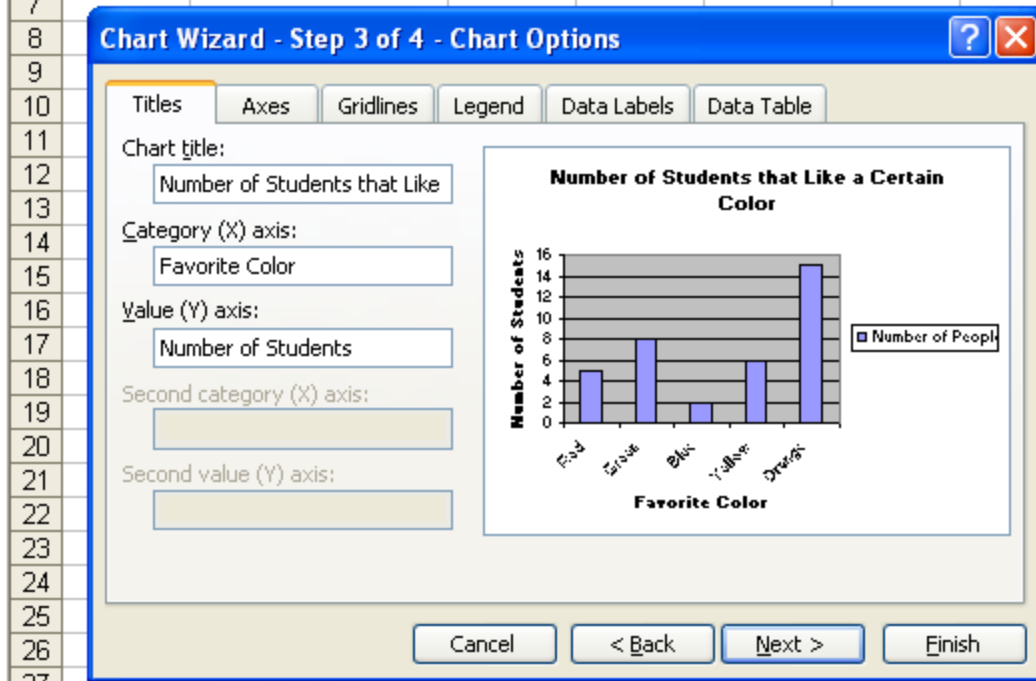
After you choose the data correctly you want to make sure that the labels are correct at the bottom. If you click on the box to the right of (x) axis labels (Step 1), then highlight the names of the categories on your spreadsheet (Step 2). After you have highlighted them, hit enter and you should see the correct categories on your preview window.







Click Next and you will come to the step 3 of 4 where you enter titles for the chart, X axis, and Y axis. Once finished with the titles click Next.



Then the last step click finish and you should have your chart show up on your screen. And that is how you make a chart using Excel.

