

# How to Create a Quick Bar Graph of Simple Data Using Microsoft Excel

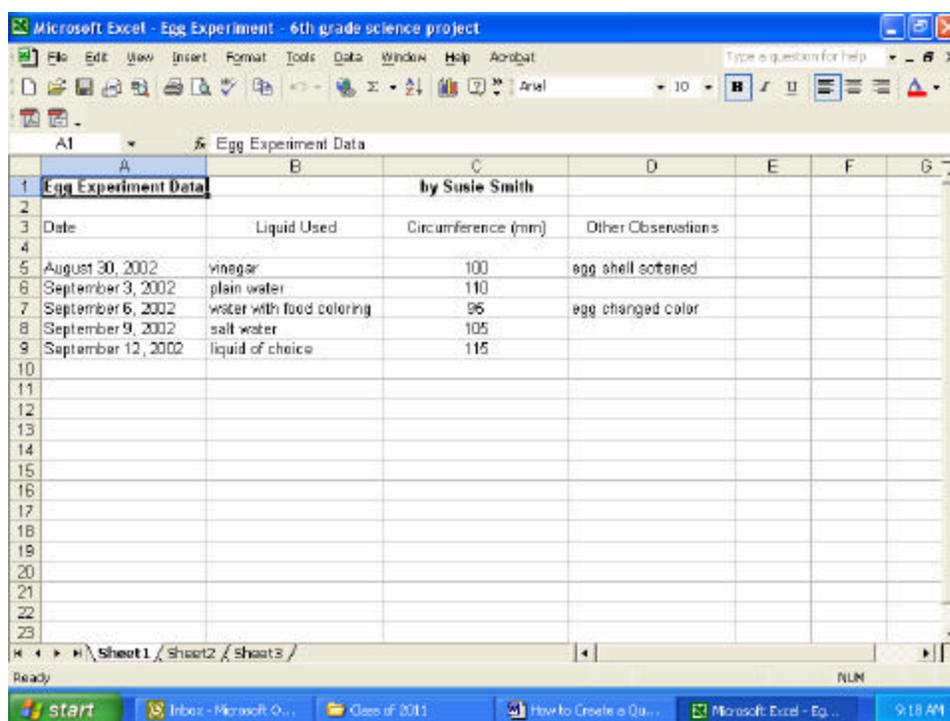
## I. Excel Basics

- Open **Excel** by double-clicking this icon in your class folder.
- When **Excel** launches, a **workbook** containing three **worksheets** appears.
- **Worksheets** are documents that contain a grid of columns and rows called **cells**.

## II. Entering Data

- Begin entering data by double-clicking into a **cell** to get a cursor so you can start typing.
- Move between **cells** by clicking with the mouse, pressing **Enter**, using the **Tab** key, or the directional **Arrow** keys.
- Remember to **Save** your work, giving it an appropriate title so you can find the file later.

Here is an example of science data entered on an Excel worksheet.

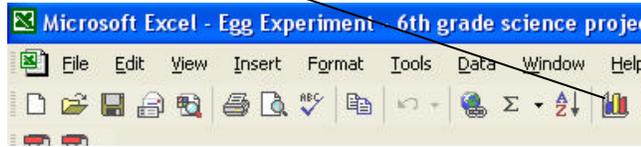


The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Egg Experiment - 6th grade science project". The worksheet is named "Egg Experiment Data". The data is organized as follows:

1	A	B	C	D	E	F	G
2	Egg Experiment Data			by Susie Smith			
3	Date	Liquid Used	Circumference (mm)	Other Observations			
4							
5	August 30, 2002	vinegar	100	egg shell softened			
6	September 3, 2002	plain water	110				
7	September 6, 2002	water with food coloring	95	egg changed color			
8	September 9, 2002	salt water	105				
9	September 12, 2002	liquid of choice	115				
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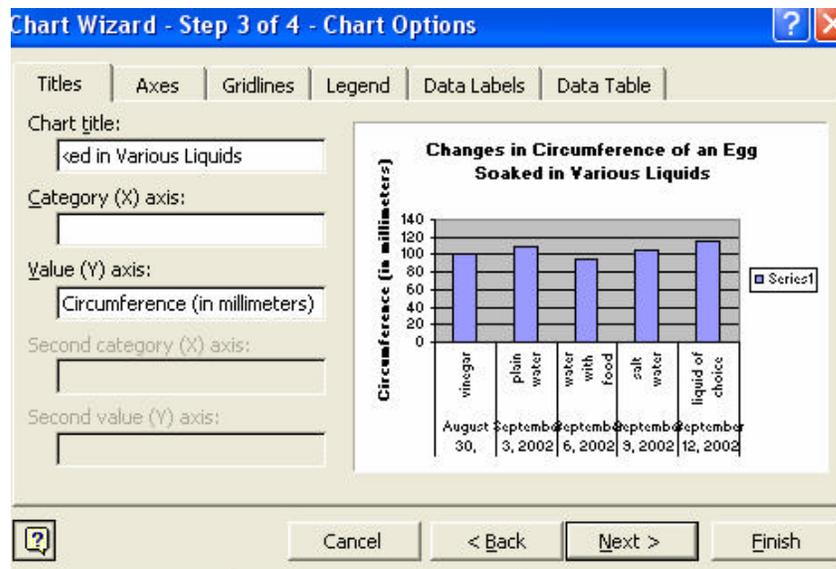
### III. Creating a Bar Graph

- In **Excel**, graphs are called **Charts**. To begin to make a **Chart**, select (highlight) the data on your worksheet that you want to show on your graph and then click the **Chart Wizard** symbol on the Toolbar

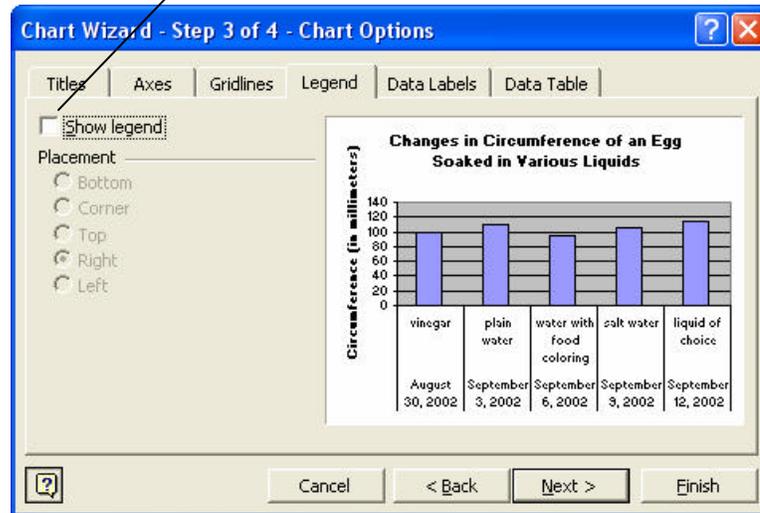


**Note:** It is important that you highlight **only** the data that you want to include in your graph.

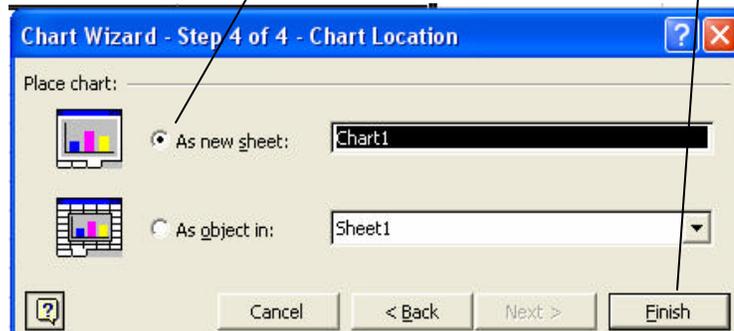
- Creating a **Chart** is a four-step process. The first step is **Chart Type**, which has a default setting of a column chart. For this project, since we want to create a bar graph, we will not change the default setting for this step, so simply click the button that says **Next** to go to the next step.
- Step two is the **Chart Source Data**. For this project, we will not make any changes in the default settings for this step, so simply click the **Next** button again.
- Step three gives us **Chart Options**. Notice the tabs that appear in this step. For this project, we will work with only two of these tabs.
  - \* Click the tab that says **Titles** and type in an appropriate **Chart title** for your graph. Then type in appropriate labels for the X and Y axes. If no label is needed, simply leave that item blank.



- \* Now click the tab that says **Legend** and click the checkmark beside the words “Show legend” to remove it, as we do not need a legend for this project. Click the **Next** button to go to step four.



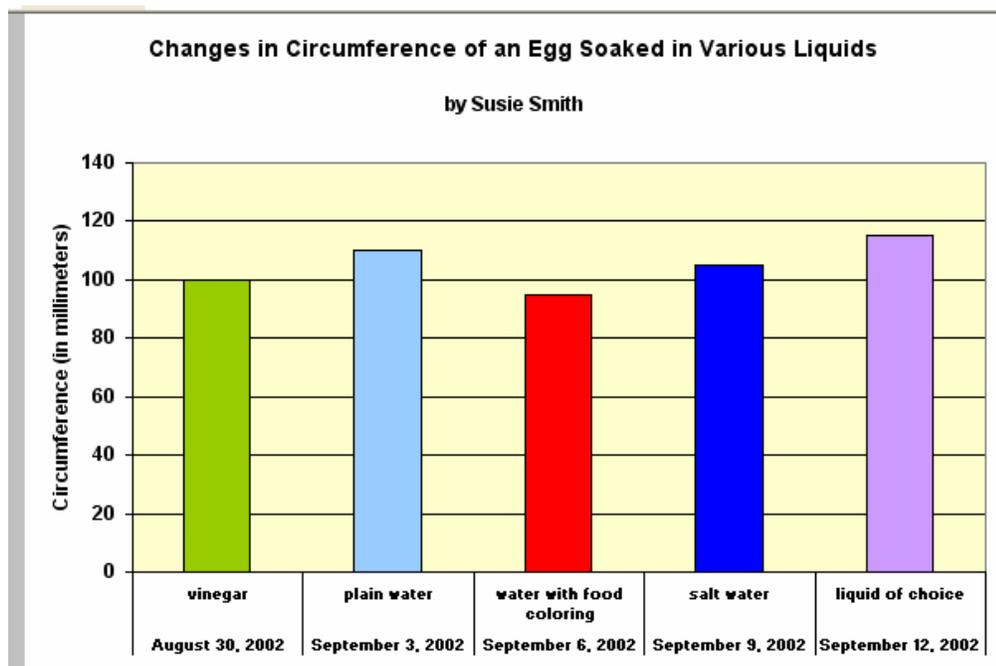
- Step four is **Chart Location** and refers to where you want the graph to be pasted. We want to place our chart on a separate page, so click the button beside the words “As a new sheet.” Next click the **Finish** button.



#### IV. Making Changes in Your Graph

- The next thing you see should be the bar graph (**Chart**) you have just created. You will probably want to make a few changes at this point.
- Click inside the **Title** of your graph to get a cursor so that you can type in your name after the title. When you see the cursor, use the **right-arrow** key to move the cursor to the end of your title. Press **Enter** and then type your name on the line below.

- Double-click in the gray background area of your chart to bring up the **Format Plot Area** window. Click on a color that you think would make a good background color for your bar graph and then click the **OK** button.
- To change the colors of the bars on your graph, first click on one of the bars. Notice that selection squares appear on all of the bars. Now click on just one of the bars. Notice that only the bar that was clicked is now selected. After only one bar is selected, right-click on the bar and then click "**Format Data Point**." Click a color for this bar and then click **OK**. Repeat this process until each bar on the graph is the desired color.



## V. Printing Your Graph and Data Sheet

- To print your graph, be sure you see your graph on the screen. If you do not, click the tab at the bottom of the screen that says **Chart 1**. Then choose **File**→**Print** and click **OK**.
- To print your data sheet, first click the tab at the bottom of the screen that says **Sheet 1**. This should bring up your data sheet onto the screen. Next choose **File**→**Page Setup**. Click the tab that says **Sheet**. Check the box that indicates you want to **Print Gridlines**, and then click **OK**. Finally, choose **File**→**Print** and then click **OK**.

**Please note:** This handout is a very basic introduction to using the powerful program **Excel**. If you desire further assistance with a project, please contact a member of the Technology Department.