

Making a Bar Chart in Excel

1. Enter Your Data.

Put the categories in one column and the frequency that each category occurs in the adjacent column. Put column titles as shown below.

EX: On the test there were 5 A's, 16 B's, etc.

Letter Grade	Frequency
A	5
B	16
C	17
D	4
F	5

2. Use the Chart Wizard to draw a Bar Chart.

Mark the data range of your data. (i.e. **Highlight the region of your spreadsheet that has the data you want to graph. Include the titles of the columns.**)

From the main menu bar,

Select INSERT.

Select CHART. (Note: there is an icon for the chart wizard too.)

From the Chart Wizard

Select Chart Type: **Column**

Select Chart Sub-Type: **The first one** (a standard Bar chart.)

Click on the **NEXT** button.

With the Tab "Data Range" on top, your data range should be the one you selected, and for this example, the series is in Columns.

We don't need the series button this time, since we only have one data series.

Click on the **NEXT** button.

Click on the **TITLE Tab.**

Enter the title "Test 1 Grade Distribution" in the Chart Title field.

Enter Grades in the x-axis field

Enter Frequency in the y-axis field.

Click on the **AXES Tab.**

Mark Category (X) axis

Mark Automatic

Mark Value (Y) axis.

Click on the **LEGEND Tab.**

Do NOT Mark the Show Legend box.

Click on the **DATA LABELS Tab.**

Mark Show Values.

Click on the **NEXT** button.

Mark "As a New Sheet" for the chart placement.

Click on the **FINISH** Button.

If your graph is not large enough, from the main menu, **Select VIEW**, and then **Select ZOOM** and try 50%.

3. Practice: Using the same data, repeat the procedures and create a "fancy" bar chart of your choice.