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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>16</td>
</tr>
<tr>
<td>C</td>
<td>17</td>
</tr>
<tr>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td>5</td>
</tr>
</tbody>
</table>

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 filed.

   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.