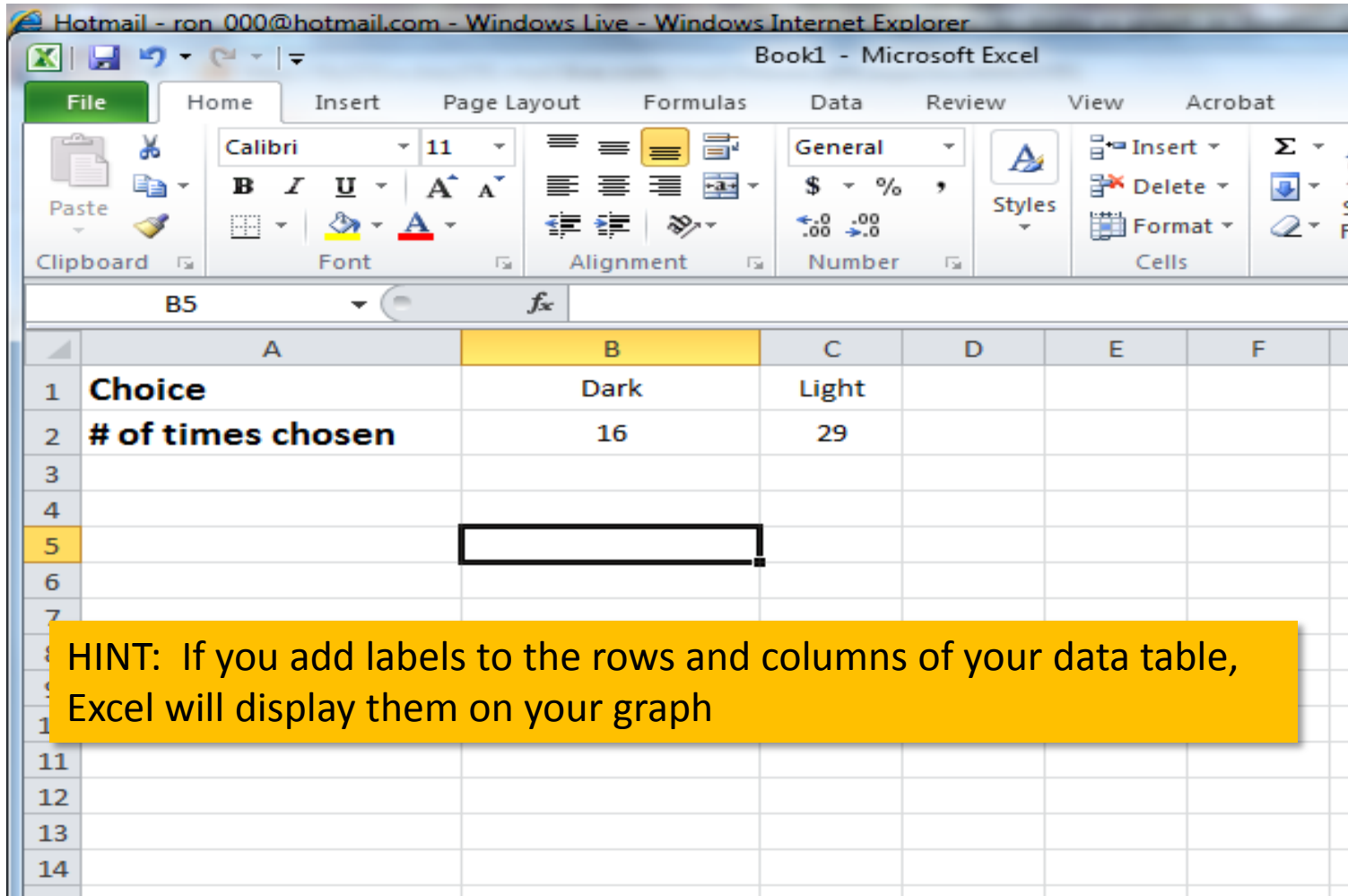


How to make a graph in Excel®

Enter data

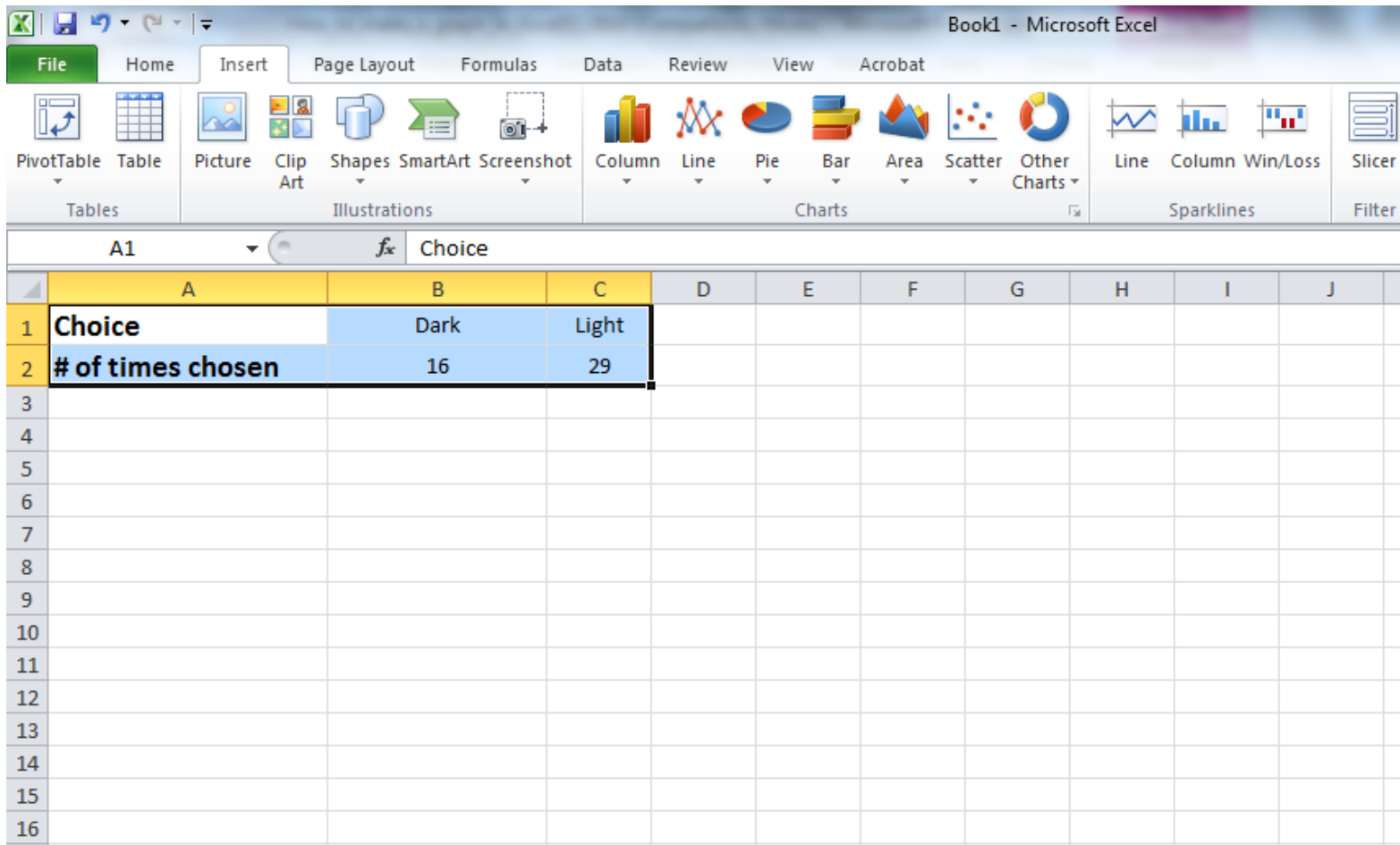


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The 'Font' group shows 'Calibri' font and '11' size. The 'Alignment' group shows 'General' alignment. The 'Number' group shows 'General' format. The 'Cells' group shows 'Insert', 'Delete', and 'Format' options. The active cell is B5, which is highlighted with a yellow background. The data table is as follows:

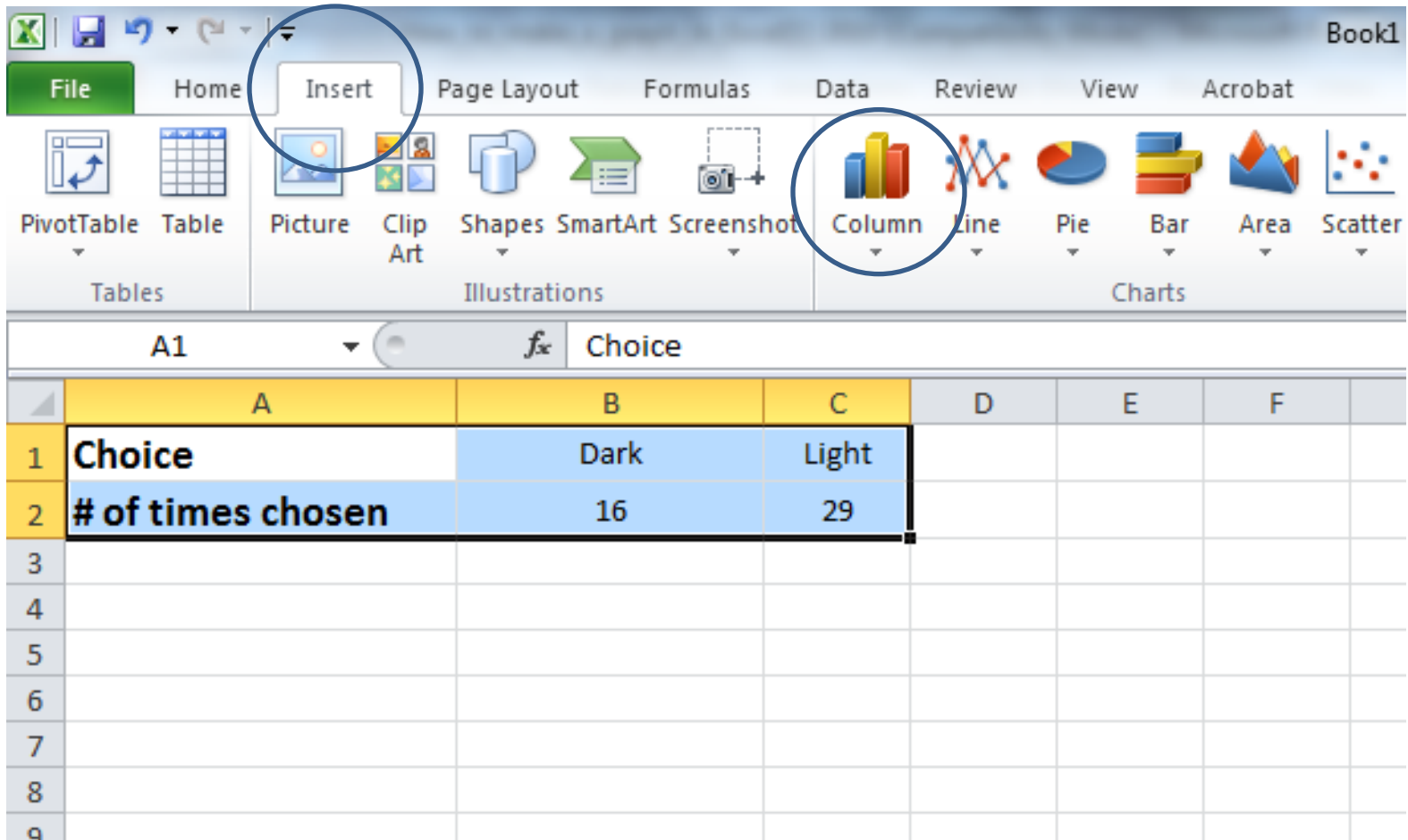
	A	B	C	D	E	F
1	Choice	Dark	Light			
2	# of times chosen	16	29			
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

HINT: If you add labels to the rows and columns of your data table, Excel will display them on your graph

Highlight data table



Select insert, then click on column graph



The screenshot displays the Microsoft Excel interface. The 'Insert' tab is selected in the ribbon, and the 'Column' chart icon is circled. Below the ribbon, a data table is visible with the following content:

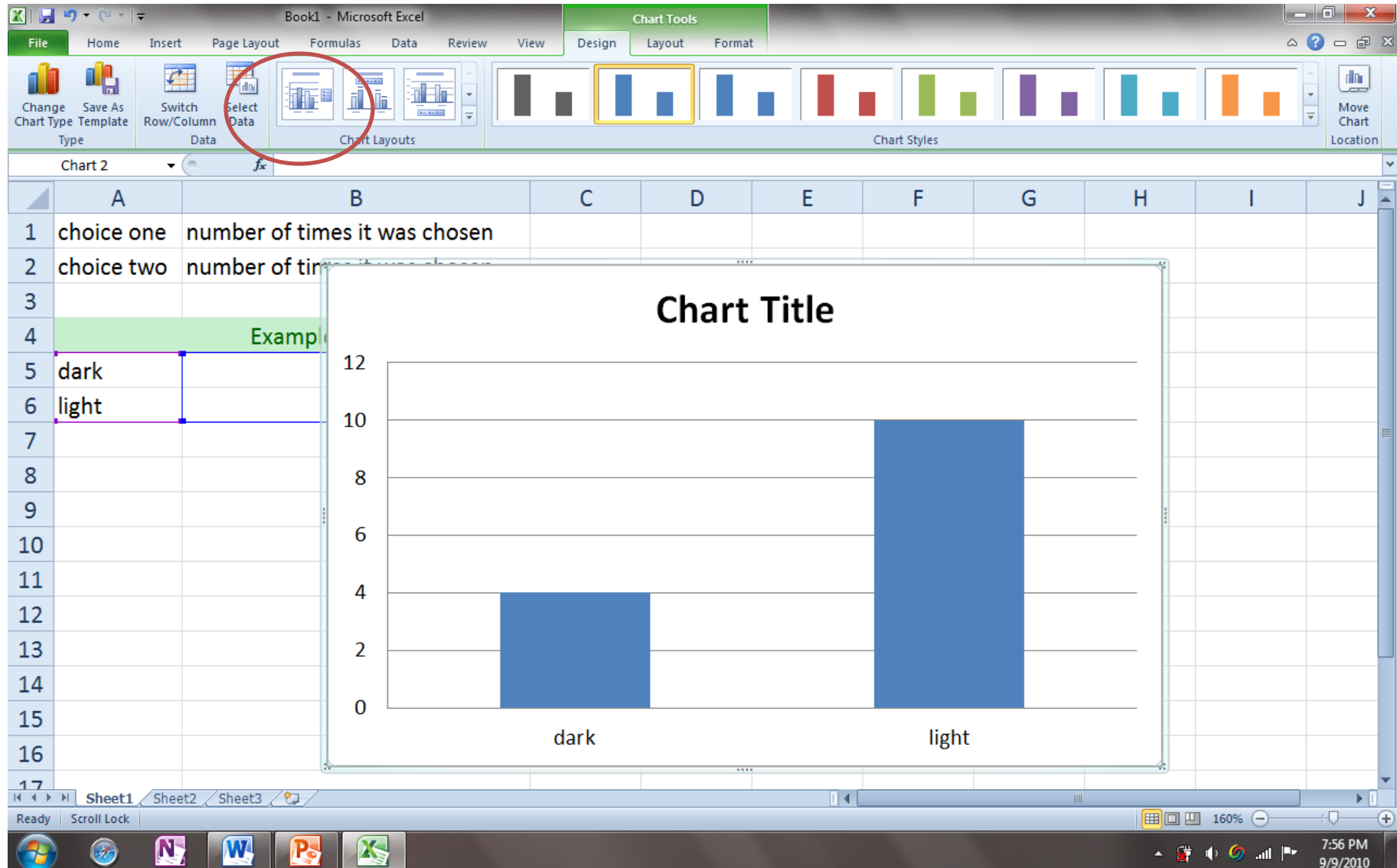
	A	B	C	D	E	F
1	Choice	Dark	Light			
2	# of times chosen	16	29			
3						
4						
5						
6						
7						
8						
9						

Select the type of graph

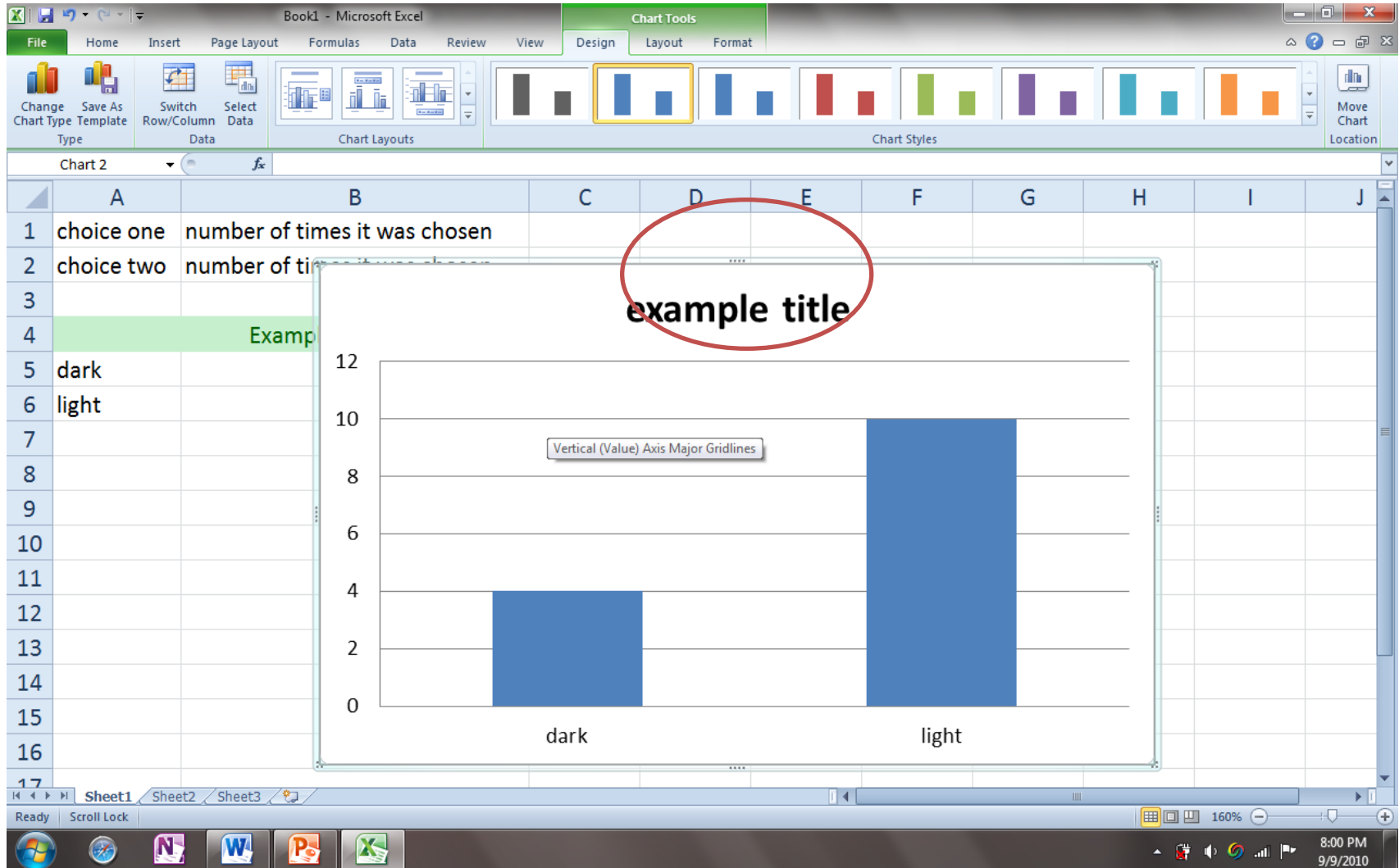
The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Charts' group is active, and the 'Column' chart type is chosen. A dropdown menu for '2-D Column' is open, showing various chart styles. The first style, a standard 2-D column chart, is circled in red. The background spreadsheet has a table with the following data:

	A	D	E	F	G	H
1	Choice					
2	# of times chosen					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

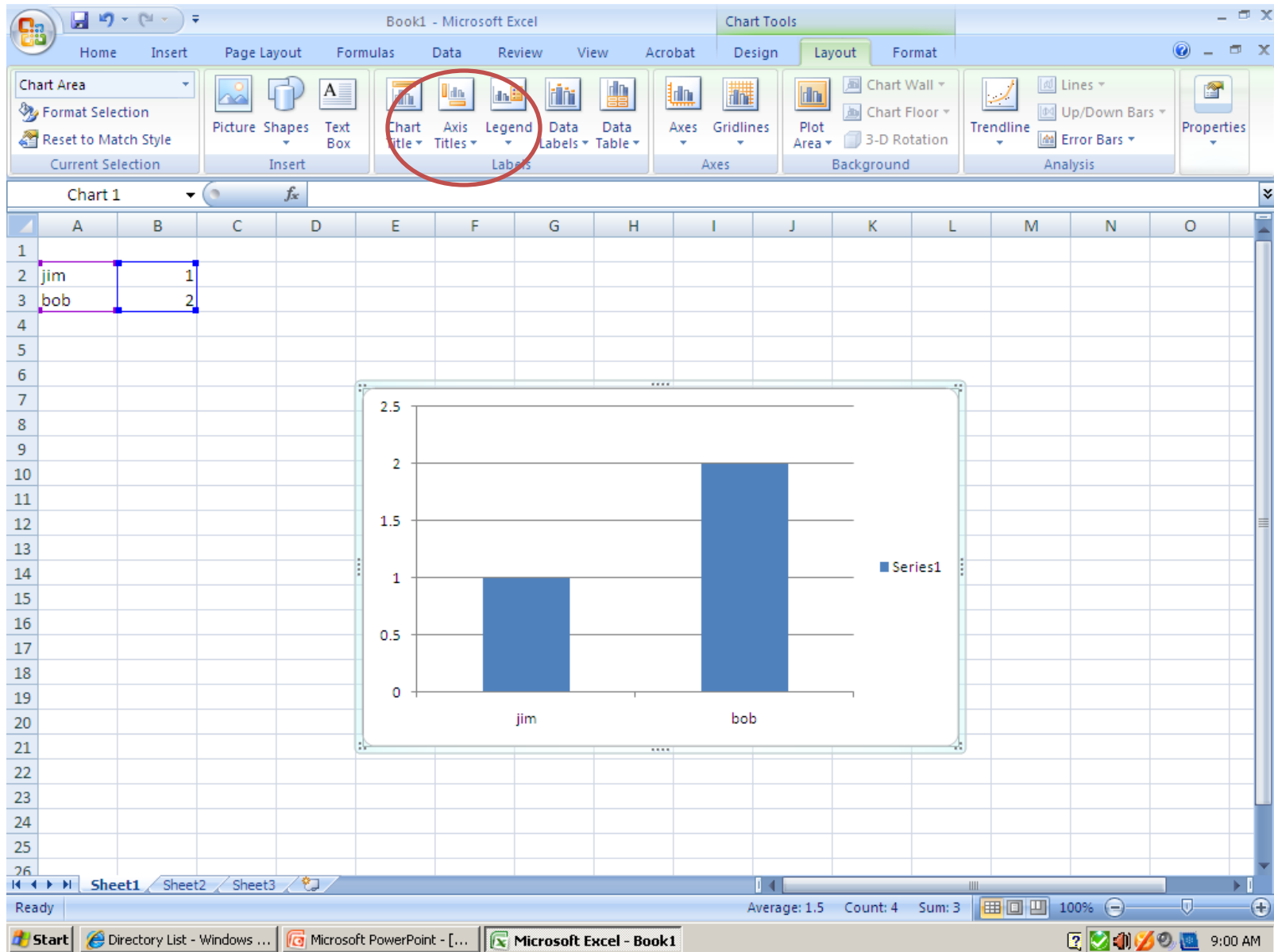
Click on the format you want in the tool bar



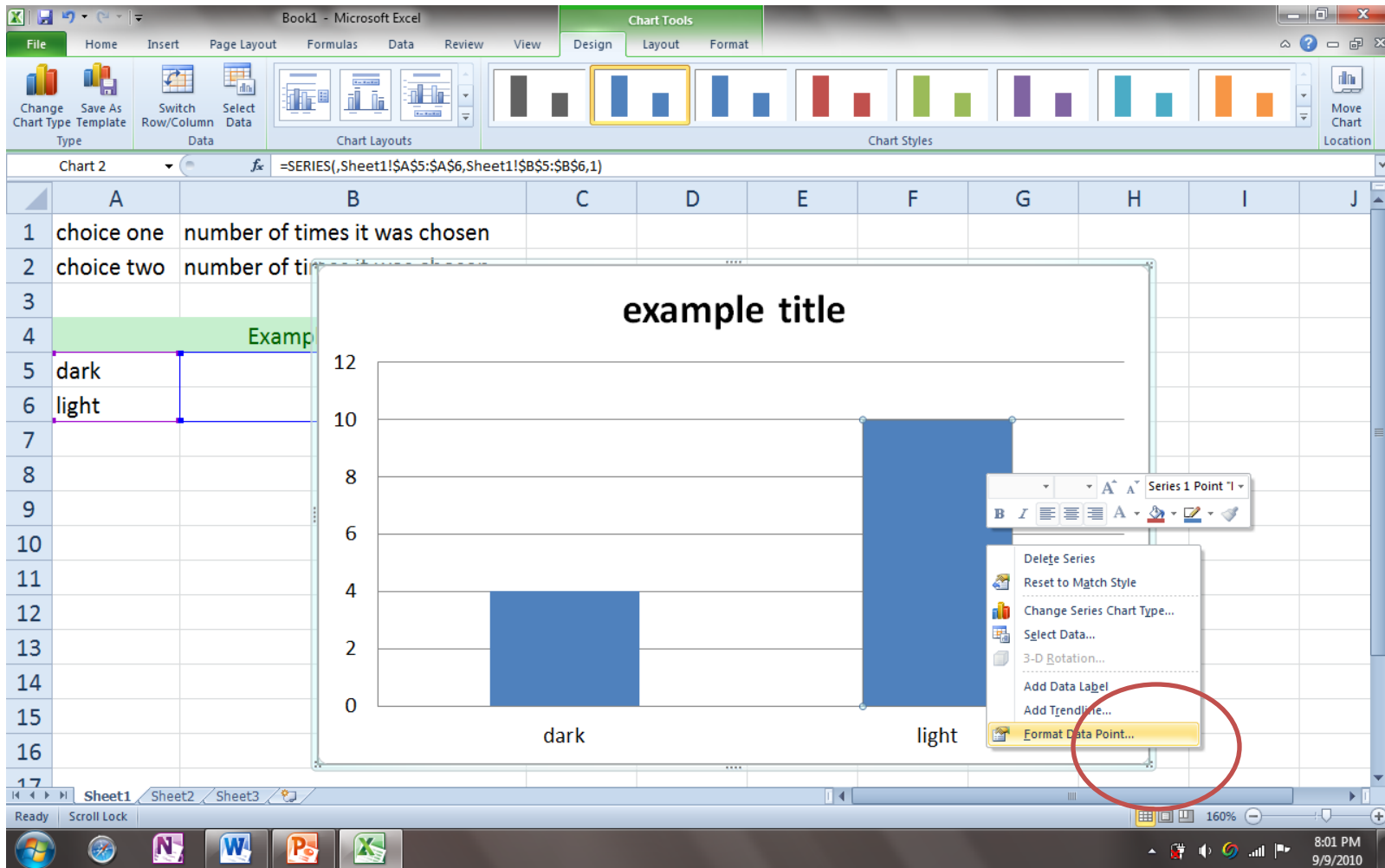
Add title by clicking on the title and enter a new title.



Add axis labels (x and y)



Right click on one of the bars and select “format data point” from the menu



Click fill and select solid fill, then chose the color you want.

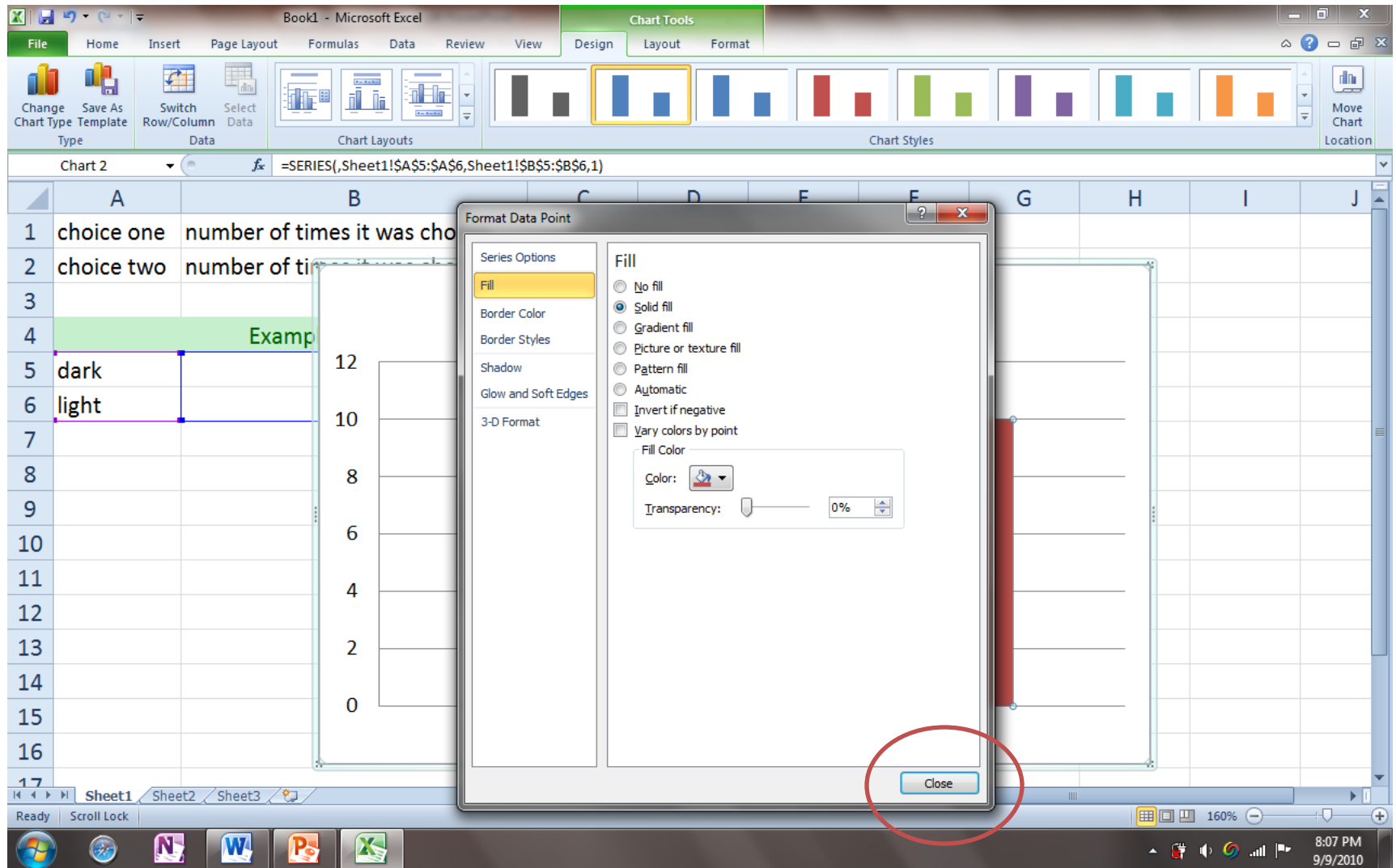
The screenshot shows the Microsoft Excel interface with the 'Format Data Point' dialog box open. The dialog box has two main sections: 'Series Options' and 'Fill'. In the 'Series Options' section, the 'Fill' tab is selected. In the 'Fill' section, the 'Solid fill' radio button is selected. Below the 'Solid fill' option, there is a 'Color' dropdown menu showing a blue color, and a 'Transparency' slider set to 0%.

The background shows a worksheet with the following data:

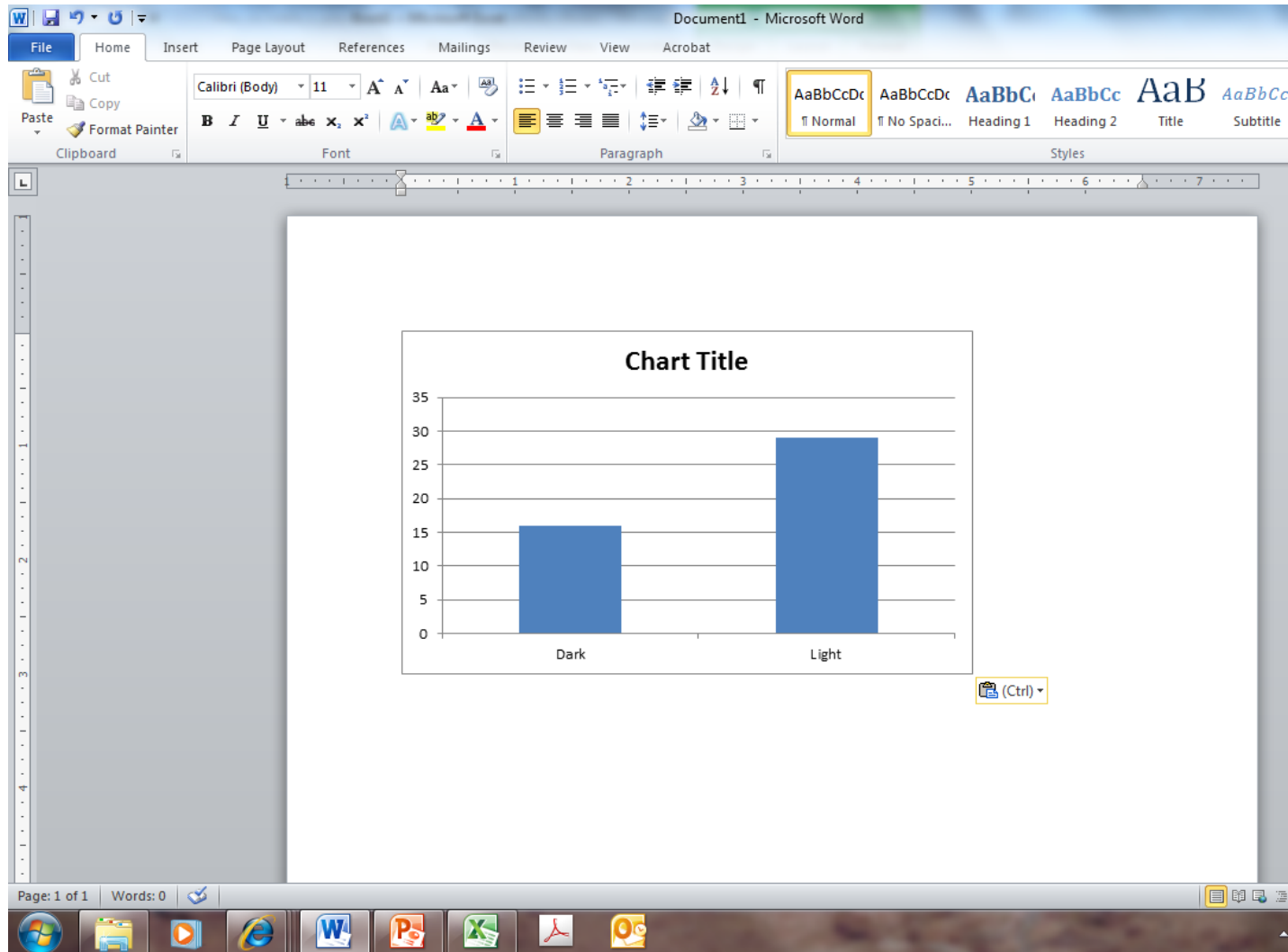
	A	B
1	choice one	number of times it was cho
2	choice two	number of ti
3		
4		Examp
5	dark	12
6	light	10
7		
8		8
9		
10		6
11		
12		4
13		
14		2
15		
16		0
17		

The bar chart shows two bars: a dark blue bar for 'choice one' with a value of 12, and a light blue bar for 'choice two' with a value of 10.

Click close, and you have a graph 😊



Copy and paste into your Word document.



Yeah!!!!, you finished

