

How to create charts and graphs in Excel

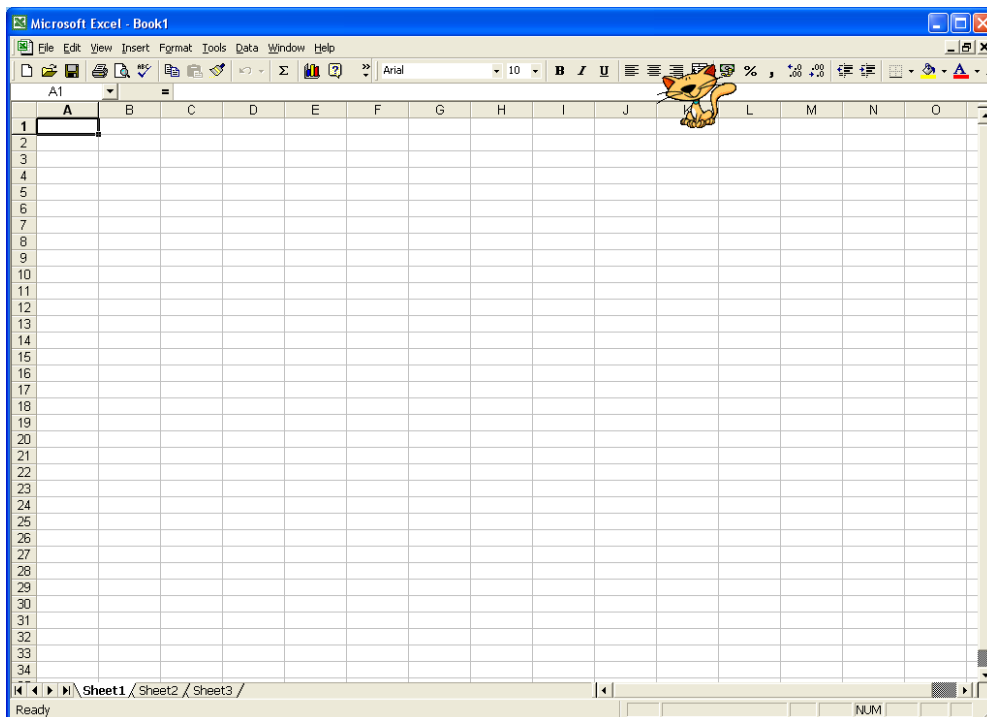
A group of 30 school children collected information about pets they have. The following information was collated:

Dog	8	Rabbit	6	Giraffe	1 (His dad is a zookeeper!)
Cat	6	Horse	2		
Fish	4	Mouse	3		

The students wanted to produce a bar chart to show the figures, and then a pie chart to see what percentage of students had which pet.

Step 1

Double click on the Excel icon. Your screen will now look like this.

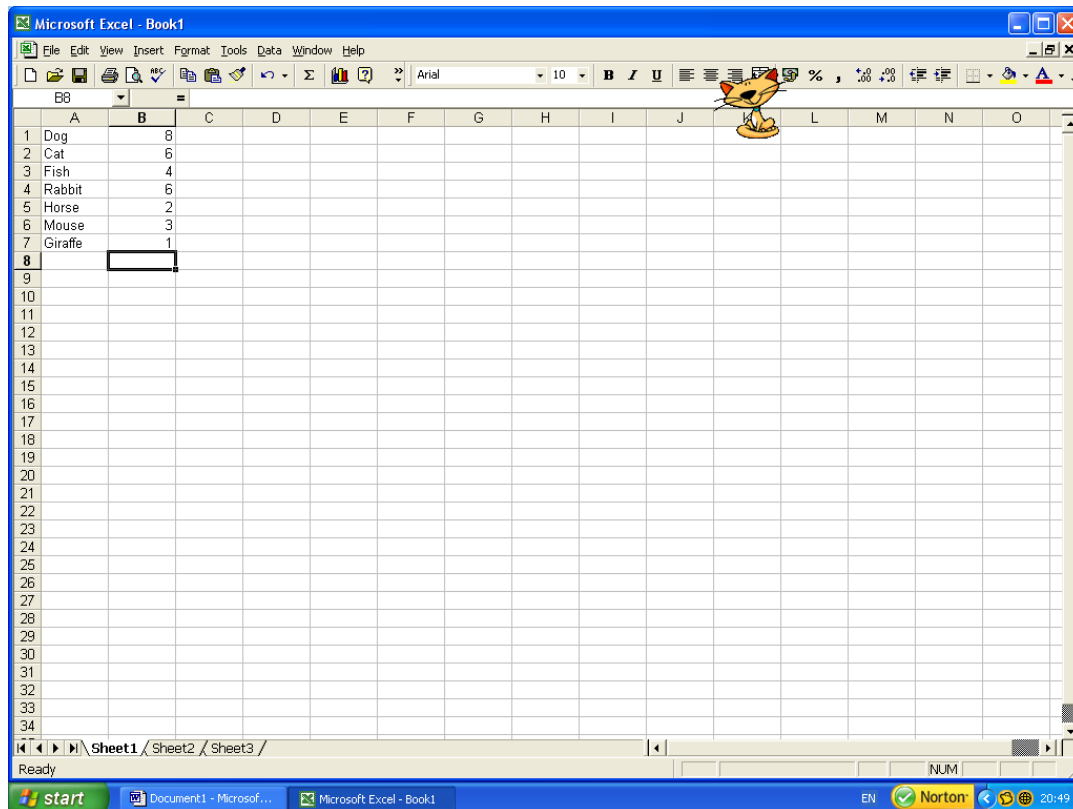


Step 2

Type in "Dog" into cell A1 and press enter. Type "Cat" in cell A2 and press enter again. Carry on until "Giraffe" has been typed into cell reference A7.

Then type "8" in cell B1 and press enter. Type "6" in cell B2 and press enter again. Carry on putting in figures until "1" is in cell reference B7.

Your screen will now look like this:

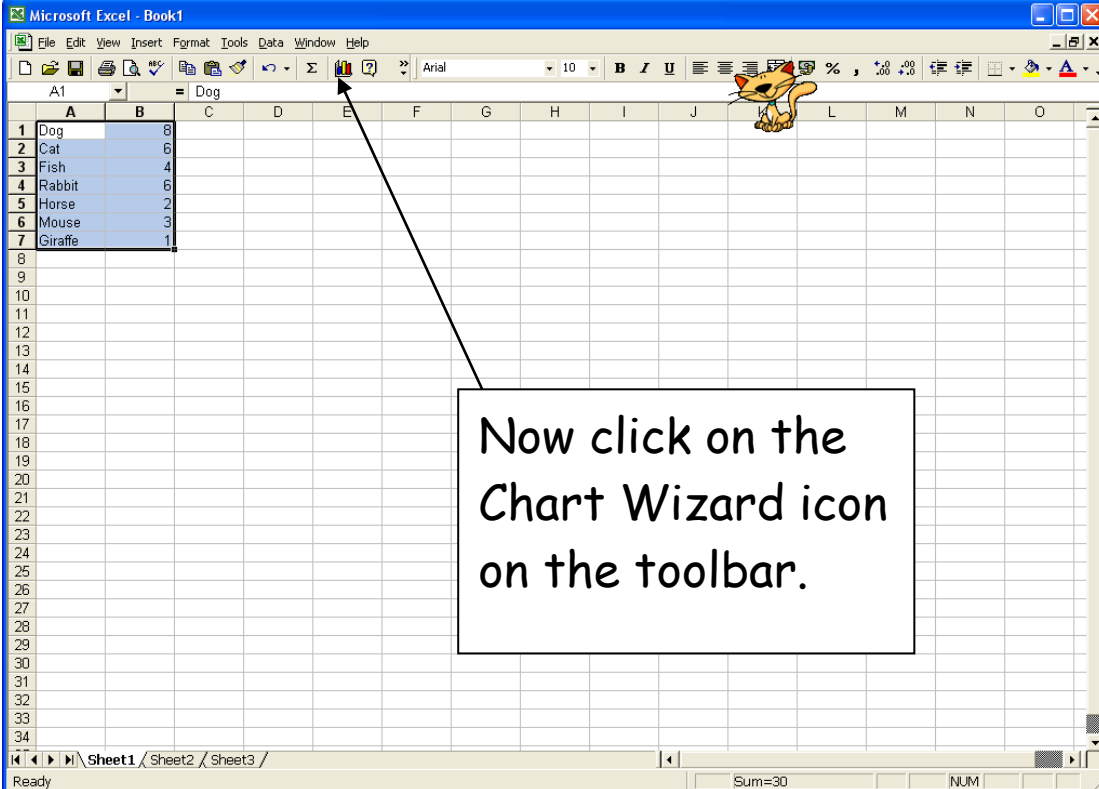


Step 3

Once the information has been put in, put the pointer in cell reference A1 and hold down the left mouse button. When the cross appears keep holding down the left mouse button and drag the cross down to cell B7 until all the information has been highlighted.

Step 4

Your screen should now look like this.



The screenshot shows the Microsoft Excel interface with a data table in columns A and B. The data is as follows:

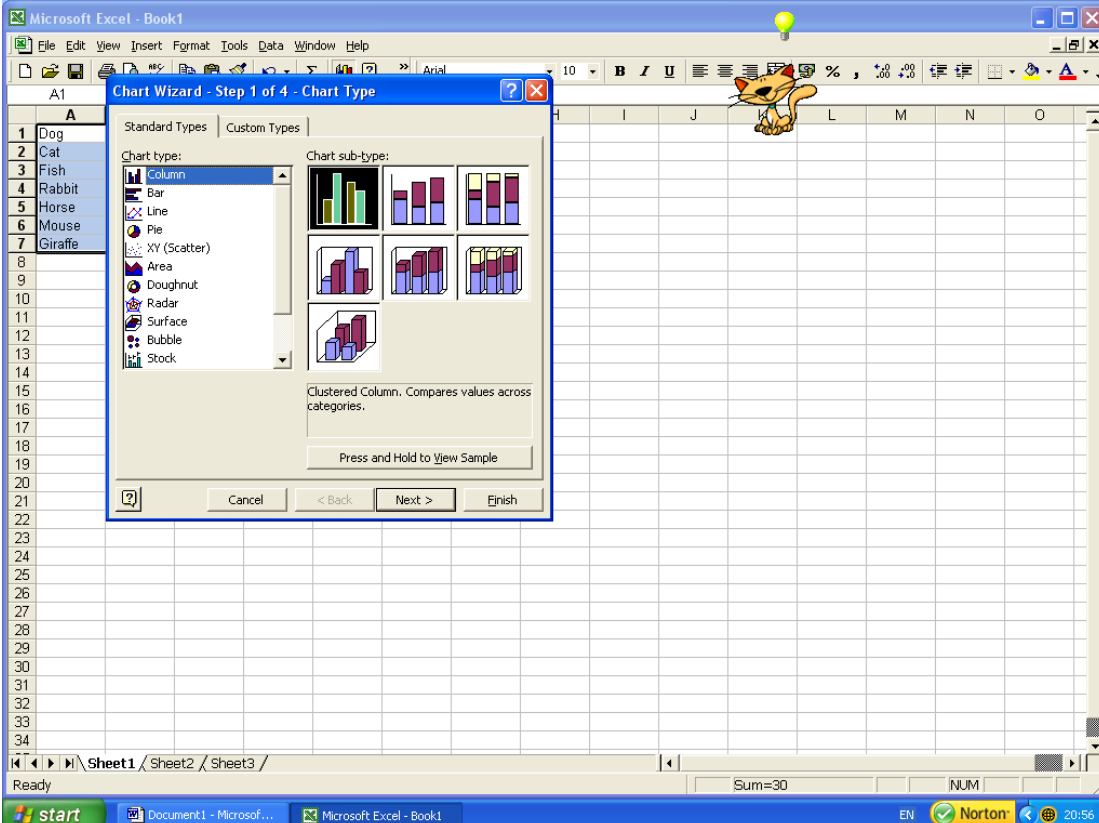
	A	B
1	Dog	8
2	Cat	6
3	Fish	4
4	Rabbit	6
5	Horse	2
6	Mouse	3
7	Giraffe	1

An arrow points from a text box to the Chart Wizard icon on the toolbar. The text box contains the following text:

Now click on the Chart Wizard icon on the toolbar.

Step 5

Your screen should look like this. If it doesn't, go back to Step 4.



The screenshot shows the Microsoft Excel interface with the Chart Wizard dialog box open. The dialog box is titled "Chart Wizard - Step 1 of 4 - Chart Type". It has two tabs: "Standard Types" and "Custom Types". The "Standard Types" tab is selected. The "Chart type:" list on the left includes: Column, Bar, Line, Pie, XY (Scatter), Area, Doughnut, Radar, Surface, Bubble, and Stock. The "Chart sub-type:" section on the right shows several preview icons for different chart styles. Below the preview icons, the text reads: "Clustered Column. Compares values across categories." and "Press and Hold to View Sample". At the bottom of the dialog box, there are buttons for "Cancel", "< Back", "Next >", and "Finish".

Step 6

Your screen will now look like this.

Chart Wizard - Step 1 of 4 - Chart Type

Standard Types Custom Types

Chart type:

- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble
- Stock

Chart sub-type:

Clustered Column. Compares values across categories.

Press and Hold to View Sample

Cancel < Back Next > Finish

As we are going to produce a bar chart first, click on the single bar chart icon, then click "Next"

Step 7

The screen will look like this.

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range Series

Data range: =Sheet1!\$A\$1:\$B\$7

Series in:

- Rows
- Columns

Cancel < Back Next > Finish

If your screen looks like this WELL DONE! Click "Next" to continue.

Step 8

Your screen will look like this.

Click in the white box under "Chart Title" and type "Bar Chart Showing the different students' pets".

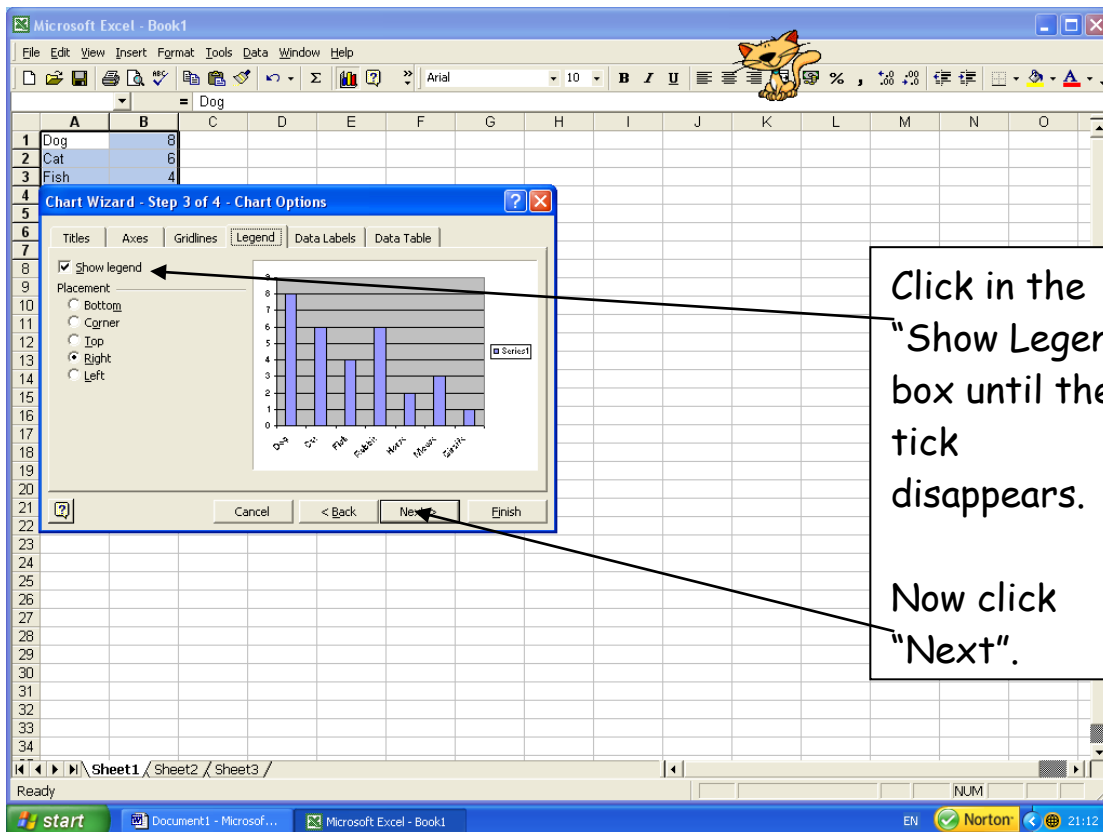
Now click in the box "X Axis" The X Axis is at the bottom, so type "Different types of pets".

Finally click in the "Y Axis" box. The Y Axis is the one that goes up the side, therefore type "Number of Children".

KEEP GOING, YOU'RE ALMOST THERE!!

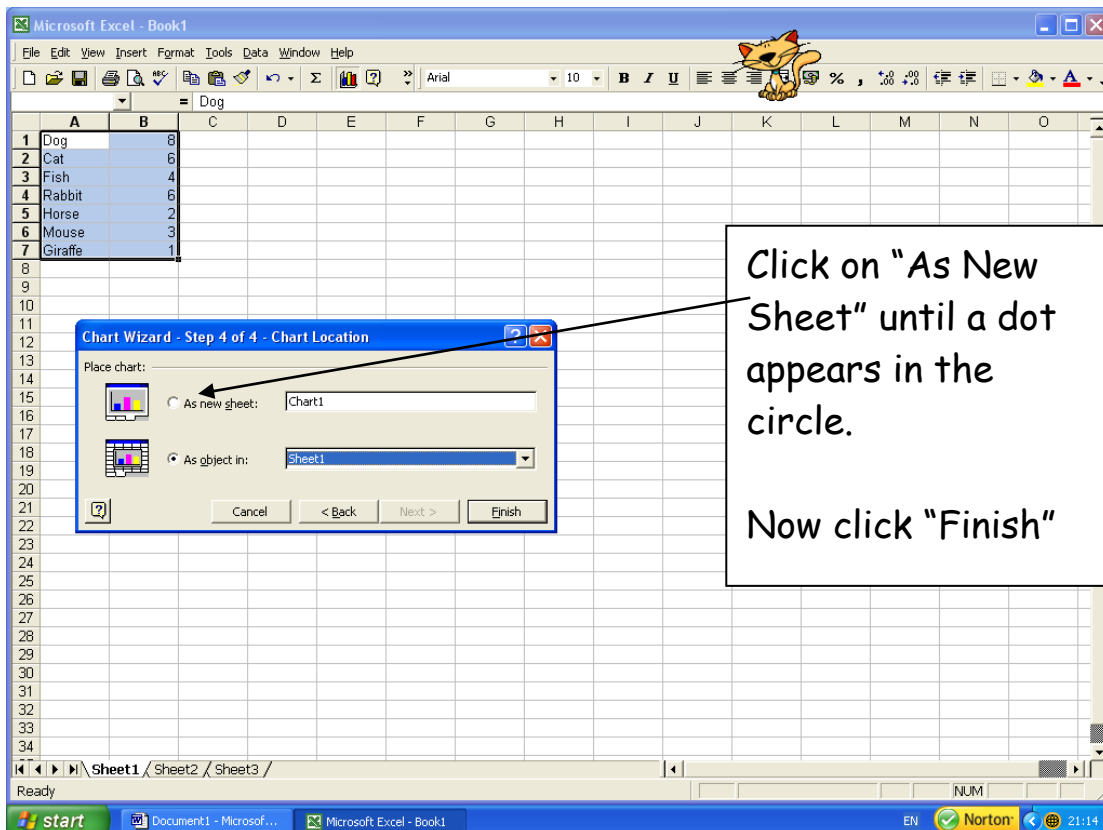
Step 9

Whilst you are still on the above screen click the "Legend" tab which is between the "gridlines" and "Data Labels" tab. The following screen will be shown.



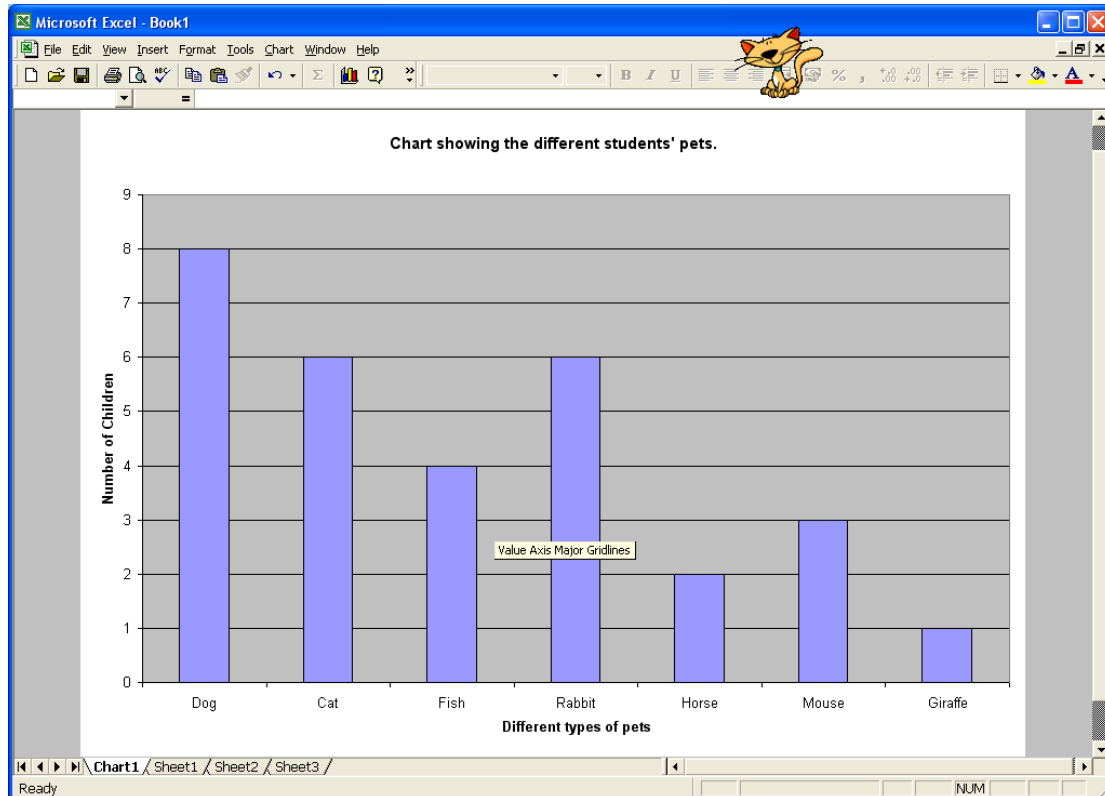
Step 10

Your screen will look like this



Final Step

Your chart should look like this



Finally click on "File" and "Save As" and save the file as Pets. You have now completed a bar chart.