

Creating Bar Graphs Using Excel for Windows

This tutorial explains how to create bar graphs with Excel 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on creating bar graphs, see page 356 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

Plan Your Table

1. Gather your data.
2. Decide what variable will go on your vertical axis.
3. Decide which variable will go on your horizontal axis.
 - Example:

	Fisher	Garr	Thomas
solicitations	237	198	245
muo	38	78	72
interviews	63	94	74
contracts	23	29	50

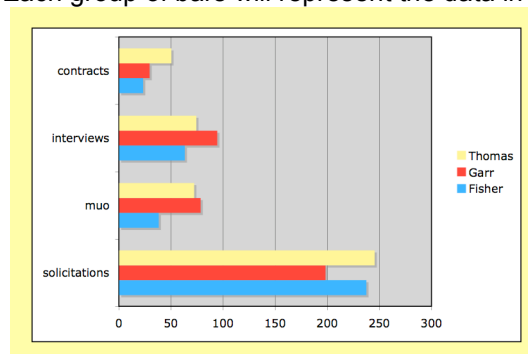
Create a Table in a New Spreadsheet

1. Create a table by placing the labels for your vertical and horizontal axes in the appropriate cells.
2. Enter your data into the table.
 - Example:

	Fisher	Garr	Thomas
solicitations	237	198	245
muo	38	78	72
interviews	63	94	74
contracts	23	29	50

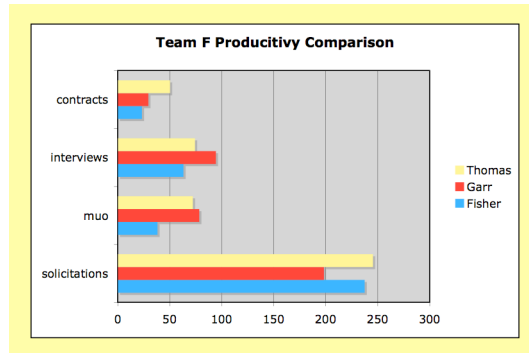
Make a Graph Based on Your Table

1. Highlight your table.
2. From the **View** menu, choose **Toolbars**.
3. In the menu that appears, choose **Chart**.
4. On the Chart toolbar, pull down the **Chart Type** menu by right clicking on the icon that looks like a graph or chart.
5. In the menu that appears, choose **Bar Chart**.
 - Your bar chart will appear.
 - Each group of bars will represent the data in one of your table's rows. Example:



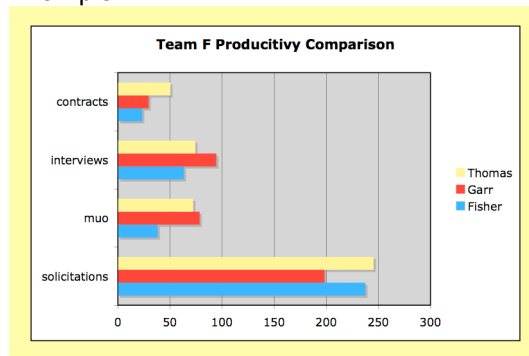
Add a Title

1. Right click in the graph.
2. In the menu that appears, choose **Chart Options**.
3. In the **Chart Options** window, click on the **Titles** tab.
4. In the **Chart Title** field, type the chart's title.
5. Click **OK**.
 - The addition of the title will shorten the chart. Example:



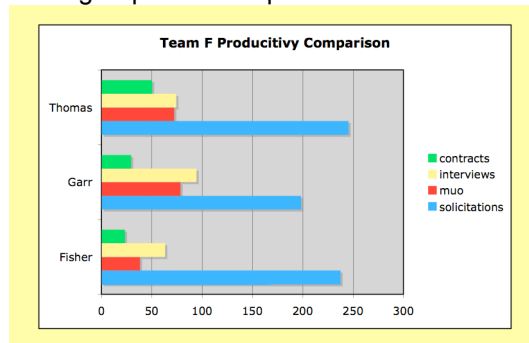
Correct the Shape of Your Graph

1. Click on the bottom line that surrounds your graph.
 - The lines along all four sides will be highlighted.
2. Put your cursor on the center handle bar of the bottom line.
3. Drag the bottom line lower until your graph returns to its original shape.
 - Example:



Change the Focus of Your Graph

1. Click on the bottom line that surrounds your graph.
 - Small, square handles appear at the four corners and middles of the four sides.
2. From the **Chart** menu, choose **Source Data**.
 - A window will appear.
3. In the options for **Series in**, click on the radio button for **Columns**.
4. Click **OK**.
 - Each group of bars represents the data in one of your table's columns. Example:



Edit Your Graph

1. See the Writer's Tutorial on pages 344 and 345.